

DISTRICT DRIVE SMART-VUE POLICY	
POLICY #:	Effective Date:

POLICY

1. Each Unit shall ensure that the alarm and alert settings are set correctly for all critical sensors and that the system is programmed to notify someone in the event an alert is generated. The Smart-Vue system will not perform properly if it does not have the correct limits and communication information.
2. Each Unit shall quickly fix non-functioning modules due to battery loss etc. Daily review of the dashboard screens will enable users to detect problems. The modules maintain several days of readings, so if there is a communication failure between the module and the receiver, the data can be restored if the problem is resolved quickly.
3. The Smart-Vue monitoring system must be checked daily by designated staff in each Unit. Refer to the tables below for timelines and responsibilities.
4. The QA Manager or designee shall maintain an equipment inventory that shall include the following information:
 - a. Unique identification for each monitor,
 - b. Model number,
 - c. Serial number
 - d. Fixed Asset number
 - e. Location.
5. The QA Manager or designee shall maintain calibration records associated with the unique identifier of each Smart-Vue monitor/sensor. Records shall be kept for the life of the sensor plus 2 years.

Daily Activities – Performed by any staff member with Smart-Vue access
1. Review all modules each working day with the Smart-Vue Client Application software. If sensor displays are bright green and alert values are programmed, readings are acceptable. If no alarms are programmed in the software, you will need to look at the specific readings. The dashboard also displays the highest, lowest, and average readings over the past 24 hours. 2. Note if any alarms are indicated in the left information panel on the dashboard. The sensor box will also change color if it is in alarm state. Acknowledge all alarms that have been resolved. If alarms have not been resolved, investigate to find out the source of the problem.

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As needed – Performed by Unit Administrator or Super Administrator

1. Perform an “Alert Test”
 - a. Generate a non-technical (limit) alert
 - b. Generate a technical alert
2. Add new users, modify user information
3. Modify viewer screens (Super Administrator only)
4. Modify call group settings/alert settings
5. Update information in the Smart-Vue system as needed
6. Change batteries and update the software

Monthly Activities – Performed by designated Administrator in each Unit/Lab section:

Note: The following reports can either be printed, initialed, and filed or the reports can be reviewed on the monitor if too lengthy to print. Log the review and any comments on the *Smart-Vue Monthly Review Form*.

1. Generate a monthly **Sensor Report** that displays the average, highest, and lowest values for each sensor and the number of alarms.
2. If any alarms are indicated on the Sensor Report, generate an **Alarm Report** for the same period. This report will give information for all alarms, which sensor triggered the alarm, the date and time, the alarm type, cause (user entered), corrective action (user entered).
3. Run a performance test on **Signal Strength** – these should be 50% or higher.
4. Run a **Battery Status** check and replace battery if less than 35%.
5. Run a **Data Logging Status** check to ensure end-point modules are running correctly.

Every three months: QA Manager or designated Super Administrator:

1. Archive all data up until the last 3 months.

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Yearly Activities
1. Calibrate module/sensor units – performed by Unity Lab Services representative as part of purchase 2. Visually check cables, connectors, power adaptors and holders for visible damage – performed by anyone. Notify Facilities Maintenance Supervisor of problems/issues

FORMS

1. Smart Vue Temp Logs:
2. Smart Vue Monthly Report Review Form

REFERENCES:

1. Smart-Vue Software User Manual, Thermo Fisher Scientific, July 2014
2. Smart-Vue Administrator's Manual, Thermo Scientific, September 2014