



### Central Sterile Supply Department

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- Acronyms

CSSD	Central Sterile Supply Department
TSSU	Theater Sterile Supply Unit
IAHCSMM	International Association of Health care Central Service Material Management
DGKH	Directorate General of Khoula Hospital
SQUH	Sultan Qaboos University Hospital
MoH	Ministry of Health

## Standard Operating Procedure for Instruments Packing

### Chapter 1:

#### 1. Introductions :

After the instruments are cleaned, they are transferred to assembly area of the Central Service. This area is known as the packaging area, where instruments are inspected to ensure that they are clean and well working, before they are packaged for sterilization.

#### 2. Purpose :

The purpose of this SOP is to guide all CSSD & TSSU Technicians to perform Instruments Packing efficiently in Khoula Hospital.

#### 3. Scope:

This standard operating procedure applies to all Technicians working in Central Sterile Supply Department (CSSD) and Theater Sterile Supply Unit (TSSU) in Directorate General of Khoula Hospital

### Chapter 2:

#### 4. Details: procedure:

##### 4.1 Before Procedure:

When instruments are ready for packing, CSSD and TSSU Technicians should ensure the following steps:

- a. All instruments should be inspected before packing.
- b. All sharp and delicate instruments are sorted out separately.
- c. The technicians should check sets with instruments checklist.
- d. All instruments are dried and lubricated by spraying/ dipping them in special lubricating.
- e. Clean working table.
- f. Paper Wire mesh tray with paper lining

- f. Packing material.
- g. Steam integrator strips
- h. Autoclave sensitive tape
- I.logistic/computer

#### **4.2 During Procedure:**

- 4.2.1. Perform hand hygiene
- 4.2.2. Assemble required instruments and specific checklist.
- 4.2.3 Check instruments for quality and function:
  - a. Sharpness
  - b. Alignment
  - c. Stiffness in hinged instruments
  - d. Completeness of parts
  - e. Cleanliness
- 4.2.4 Ensure instruments are dry and lubricated.
- 4.2.5 Select tray with appropriate paper lining.
- 4.2.6 Select appropriate wrapping material.
- 4.2.7 Assemble instruments systematically as per checklist, tick and sign with date.
- 4.2.8 Place all instruments with ratchets open to permit prompt contact of steam with all surfaces.
- 4.2.9 Turn all galipots and receivers upside down
- 4.2.10 Protect delicate and sharp instruments with tip guard.
- 4.2.11 Place steam integrator strip in the set.
- 4.2.12 Wrap the set according to the required standard (small set - envelope fold,

Large set - parcel fold).

4.2.13 Place heat sensitive tape (small pack 2 strip, large pack 2 strips or more)

4.2.14 Ensure the top end of the wrapper is folded inward to form an indicator *for* lifting it.

4.2.15 Put sticker which include date of sterilization, expiry (shelf life), lot number and name of sets.

#### **4.3 After Procedure:**

4.3.1 Clear the packing table

4.3.2 Replace reusable items

4.3.3 Perform hand hygiene

4.3.4 Autoclave and supply to the concerned departments / sterile store

4.3.5 Document appropriately in the Audit Book

### **Chapter 3**

#### **5. Responsibility**

##### **5.1 The Director of Infection Control & Occupational Safety shall:**

5.1.1 Emphasize all CSSD& TSSU technicians to adhere to standard operating procedure of Instruments Packing.

##### **5.2 CSSD in charges / shift in charges shall:**

5.2.1 Ensure that all CSSD&TSSU technicians adhered to standard operating procedure of Instruments Packing.

##### **5.3 CSSD/TSSU technicians shall:**

5.4.1 Ensure proper of Instruments Packing.

5.4.2 Maintain an accurate record.

**7. Document History and Version Control Table:**

Version	Description	Document Author	Review Date
1	initial Release	Ms. Zainab Al Farsi	2027

**8. References :**

1. Handbook of Central Sterile Service Technician, Directorate of Training SQUH, 1999, Page88
2. Central Service Technical Manual (seventh edition), Iahcsmm, 11edition, 244.