

These guidelines are for IMS internal use only and are not for public dissemination. IMS competency validation guides are strictly advisory and confer no certifications or warranties. These evaluations are intended to train IMS sales representatives to focus on personnel, processes, environments and equipment that may need attention. These competency guides are based on original equipment manufacturer information and related professional society standards for practice and are not a substitute for facility personnel in developing and/or meeting the requirements of accrediting or regulatory elements of performance.

# Mechanical Leak Test Competency Verification Checklist



A Surgical Device Management & Clinical Consulting Company  
Integrated Medical Systems International, Inc.  
www.imsready.com : 800.783.9251

Employee Name / Title \_\_\_\_\_  
Territory/Region \_\_\_\_\_  
Validator's Name \_\_\_\_\_

WET LEAK TEST	Skills Evaluation	Compliant w/Policy	Needs Assistance	Correction Plan
Removes detachable parts of the scope.		<input type="checkbox"/>	<input type="checkbox"/>	
Checks light guide prong and housing for tightness.		<input type="checkbox"/>	<input type="checkbox"/>	
Turns on maintenance unit.		<input type="checkbox"/>	<input type="checkbox"/>	
Fills sink with water to completely cover.		<input type="checkbox"/>	<input type="checkbox"/>	
Attaches water resistant cap to scope.		<input type="checkbox"/>	<input type="checkbox"/>	
Attaches leak tester to scope.		<input type="checkbox"/>	<input type="checkbox"/>	
Insufflates scope prior to submersion assuring that bending rubber has expanded.		<input type="checkbox"/>	<input type="checkbox"/>	
Flushes water though all scope channels with syringe to remove trapped air.		<input type="checkbox"/>	<input type="checkbox"/>	
Observes scope for at least 90 seconds.		<input type="checkbox"/>	<input type="checkbox"/>	
Angulates scope in all directions while checking bending rubber for leaks.		<input type="checkbox"/>	<input type="checkbox"/>	
Angulates scope in all directions while checking biopsy channel for leaks.		<input type="checkbox"/>	<input type="checkbox"/>	
Angulates scope in all directions while checking control knobs for leaks.		<input type="checkbox"/>	<input type="checkbox"/>	
Angulates elevator raiser evaluating lifter and elevator		<input type="checkbox"/>	<input type="checkbox"/>	
Inspects for leaks – fluid resistant cap.		<input type="checkbox"/>	<input type="checkbox"/>	
Inspects for leaks – insertion tube.		<input type="checkbox"/>	<input type="checkbox"/>	
Inspects for leaks – light guide connector and tube.		<input type="checkbox"/>	<input type="checkbox"/>	
Inspects for leaks – control head.		<input type="checkbox"/>	<input type="checkbox"/>	
Massages all video switches with a circular motion.		<input type="checkbox"/>	<input type="checkbox"/>	
Keeps scope completely submerged for entire leak test.		<input type="checkbox"/>	<input type="checkbox"/>	
Removes scope from sink.		<input type="checkbox"/>	<input type="checkbox"/>	
Turn off maintenance unit.		<input type="checkbox"/>	<input type="checkbox"/>	
Unplug leak tester.		<input type="checkbox"/>	<input type="checkbox"/>	
Disconnect leak tester from scope.		<input type="checkbox"/>	<input type="checkbox"/>	
Wipes excess liquid from scope.		<input type="checkbox"/>	<input type="checkbox"/>	
Can access procedure for further processing a scope with an identified leak.		<input type="checkbox"/>	<input type="checkbox"/>	

Action Plan: \_\_\_\_\_

Performer's Signature \_\_\_\_\_

Today's Date \_\_\_\_\_

Validator's Signature \_\_\_\_\_

Expiration Date \_\_\_\_\_