Continuous Monitoring

Keys to Successfully Implementing A Continuous Monitoring System

If the installation and implementation of a Continuous Monitoring (CM) System is on your project radar, then there is a lot of work to be completed. Although the project may initially appear to be simple and straight-forward, it can rapidly become quite complex and require more time and resources than originally anticipated. Below is a Checklist of Key Success Factors to help guide you through this project.

☒	Key Success Factor	Notes and Comments
☐	Assemble a Dedicated Project Management Team	Will Follow the Project Through from Project Kick-Off to System Go-Live
☐	Compile a Complete Equipment List by Department	Location (Building / Room #), Appliance Type (Refrigerator, Freezer, Incubator, Etc.), Min/Max Limits, Time Delay(s)
☐	Understand the Unique Needs of Each Key Stakeholder	Each Group / Department May Have Its Own Set of Compliance, Quality, SOPs and/or Operating Requirements
☐	Secure Commitment from Each Department Director to Provide Resources and Commit to the Success of the Project	Ideally, Each Department Should Assign at Least (2) Primary System Owners – Responsible for Managing / Maintaining their Department System
☐	Floor Plans Where All Appliances and/or Points to be Monitored are Located	Important for Design of the System
☐	Select the Right Continuous Monitoring Vendor	The Vendor Must Have an Established Track Record and Experience, Offer a Modular and Scalable System, Manage the Project Design and Implementation, and Provide On-Going Support Services
☐	Post-Installation Transition Period	Transition from Legacy to New CM System, Staff Training, Adopt SOPs, Dry Run and Transition to System Go-Live
☐	On-Going System Support and Help Desk	How to Contact the Vendor's Help Desk for Support and Expected Response Time
☐	Annual Probe Calibrations and System Maintenance	Each Probe Should be Calibrated at Least Once per Year to an ISO 17025 or NIST-Traceable Standard
☐	Regular Alarm Checks and Preventive Maintenance	Scheduled System Alarm Checks and Maintenance are Vital to Ensuring a Reliable System to Safeguard All Assets
☐	Disaster and Emergency Recovery Plan	Establish SOPs for Recovery Following a System Outage
☐	Maintain On-Site Spare and Emergency Parts	Maintain Spare Parts On Hand for Emergency Repairs and Installation Needs

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