

LABORATORY MAINTENANCE

Objectives:

The procedure is to establish a controlled method for Inspection/calibration, Maintaining and upgrading Teaching, Analysis and Research equipment.

Responsibility:

- Head of Department
- Lab Coordinator
- Teaching Assistant(s).
- Lab technician(s).

Procedure:

SL	Activities	Responsibility	Target days
1	Maintain the teaching equipment inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory.	Teaching Assistant(s)	1 st week of April
2	Maintain the teaching equipment inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory.	Lab Technician(s)	2 nd week of April
3	Teaching equipment that have a local sponsor should have an Annual Maintenance Contract(AMC)from the authorized local sponsor. The AMC shall be revised and renewed yearly.	Teaching assistants and Lab Co-coordinators.	3 rd week of April
4	The “Equipment Calibration/Maintenance log” has to be filled and signed and kept in file in HOD office and a copy in the lab coordinator’s office.	Lab coordinators & HoDs	4 th week of April
5	A copy of the teaching equipment manual shall be kept in soft and/or hard copy in the lab	Lab-Coordinator, Teaching assistant(s)	1 st week of May
6	A sticker with “Calibrated on dd/mm/yy	Lab technician(s)	2 nd week of May



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7	Check if there is a software program that provides added enhancements over an earlier version and/or replacing a hardware device with that one provides greater performance than an earlier model	Teaching assistant(s) Lab Coordinator and HoD	3 rd week of May
8	Providing a list of the required lab tools that will be used in the next academic year, in order to get them before the due date.	Teaching assistant(s) and/or lab technician(s) HOD	3 rd week of May
9	Maintain the research equipment inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory	Researcher(s)	4 th week of May
10	Unused or out of performance equipment should be marked with a sticker that the equipment "Out of service and not to use."	Lab technician(s)	4 th week of May
11	Proper forms like equipment list has to be maintained for conducting	Lab technician(s) & Lab Coordinator.	Every working day
12	Housekeeping register has to be maintained for laboratories	Lab technician(s) & Lab Coordinator.	Every working day

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