	MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE		
	SOP FOR LABORATORY MAINTENANCE		
	Issue No : 01	Revision No: 00	Doc. No: EOMS-MITS/SOP/57
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Objective:

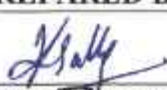

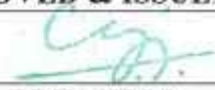
The procedure is to establish a controlled method for Inspection/ calibration, Maintaining and Upgrading Teaching, Analysis and Research equipment.


Responsibility:

- Head of the 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.	Lab Incharge Assistant(s)	1 st week of April
2	Maintain the Analytical equipment inventory list and calibration schedule and to verify calibrations/performance checks in each laboratory.	Lab Incharge (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.	Lab assistants and Lab Incharge.	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 Incharge. & 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 Incharge and Lab assistant(s)	1 st week of May.
6	A sticker with "Calibrated on dd/mm/yy" shall be pasted on the equipment.	Lab assistant(s)	2 nd week of May

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EOMS Team member	EOMS Team Leader	PRINCIPAL

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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,	Lab assistant(s) Lab Incharge 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.	Lab assistant(s) and/or lab Incharge, 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.	Lab Incharge, HoD.	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 assistant(s) and Lab Incharge.	4 th week of May
11	Proper forms like equipment list has to be maintained for conducting labs both inter and intra department.	Lab assistant(s) & Lab Incharge.	Every working day
12	Housekeeping register has to be maintained for laboratories.	Lab assistant(s) & Lab Incharge.	Every working day

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