



MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

Affiliated to JNTUA, Ananthapuramu & Approved by AICTE, New Delhi
(UGC-AUTONOMOUS INSTITUTION)

NAAC Accredited with A+ Grade, NIRF India Rankings 2021 - Band: 201-250 (Engg.)

NBA Accredited - B.Tech. (CIVIL, CSE, ECE, EEE, MECH), MBA & MCA



LABORATORY AUDIT CHECK LIST

ISO 21001:2018 EOMS

1. Asset management system

In Stock Register Asset Code need to be entered

- S.No| Name of the Machine| |Asset Code

2. Unique ID of Equipment:

- College code/Dept Code/Room No/Equipment 01
- College code/Dept Code/Room No/HW/ Equipment No /01 (Hardware Equipment's)
- College code/Dept Code/Room No/SW/01 (Software)

3. Calibration:

- Regular external calibration is mandatory.
- External calibration certificate must be available, along with NABL certificate of the vendor.
- Calibration vendor sticker needs to be pasted in all the machines
 - **Internal Calibration:**
- Internal Calibration certificate should be inserted in the lab manual.
- Appropriate signatures should be present.
 - **Calibration SOP (Standard Operating Procedure):** Available / Not Available
 - **Calibration Certificate Index:**
- S.No | Name of the Instrument | Make | Model | Date of certificate | Calibrate date

4. First-aid Box:

- List of items in the First-aid box should be mentioned.

5. Maintenance Register:

- Maintenance register should have HOD signature.

6. Lab Manuals

7. Sample Records

8. Bills

9. Stock Register

10. System Details

Total Systems in the Department :

Students Usage : Staff Usage: Admin Usage:

Note: This checklist is designed to ensure compliance with stock management, equipment identification, calibration procedures, and safety measures as per ISO 21001:2018 EOMS.