





**ORIGINAL DOCUMENT**

	<b>UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK</b>  <b>WORK INSTRUCTION</b>  <b>MAINTENANCE AND CALIBRATION FOR EQUIPMENTS / MACHINES USED AT LABORATORY</b>	Doc. No:	UniKL/RCM P/WI/LAB-08
		Revision No:	02
		Date:	24 July 2018
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Prepared by:    Name : Amal Hayati binti Zainal Abidin Position : Technical Officer, Laboratory Department, UniKL RCMP Date : 24.07.2018	Approved by:    Name : Chin Pui See Position : Assistant Manager Laboratory Department, UniKL RCMP Date : 24.07.2018
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**AMENDMENT RECORDS**

No.	Date	Remarks	Revision No.	Approved by
1.	09 May 2014	Establishment	00	Dean, Faculty of Medicine
2.	01 July 2017	Amendment on : <ul style="list-style-type: none"> <li>• Scope of implementation to be changed to Teaching &amp; Learning Laboratory</li> <li>• Person in Charge – change of job title</li> <li>• List of equipment to be calibrated / maintained was updated</li> </ul>	01	Dean, Faculty of Medicine

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#### AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
3.	24 July 2018	<b>Amendment on :</b> <ul style="list-style-type: none"> <li>• Change of process owner – SOP prepared by Technical Officer and approved by Head of Laboratory Department</li> <li>• Responsibilities – Laboratory Department is responsible for ensuring compliance with SOP.</li> <li>• Person in Charge – change of job title</li> <li>• List of equipment to be calibrated / maintained was updated</li> <li>• Flow Chart and Description – changes on process duration</li> </ul>	02	<b>Assistant Manager, Laboratory Department</b>

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## 1.0 OBJECTIVE

The objective of this guideline is to:

- Be used as guideline for maintaining and calibration for equipments / machines which are used in the T & L Laboratory, UniKL RCMP by vendors.

## 2.0 SCOPE

This work instruction is implemented in the T & L Laboratory Department, UniKL RCMP for all laboratories under the supervision of T & L Laboratory Department, UniKL RCMP.

## 3.0 REFERENCES

Nil

## 4.0 DEFINITIONS / ABBREVIATIONS

UniKL : Universiti Kuala Lumpur  
 RCMP: Royal College of Medicine Perak  
 PPM : Planned Preventive Maintenance  
 AM : Assistant Manager  
 E : Executive  
 TO : Technical Officer  
 LO : Laboratory Officer  
 T : Technical  
 T & L : Teaching and Learning

## 5.0 RESPONSIBILITIES

- 5.1 Head of Laboratory Department is responsible for ensuring compliance with this work instruction.
- 5.2 Laboratory Department is responsible for ensuring compliance with this work instruction at the faculty with reference to the Quality Assurance Department.
- 5.3 Quality Assurance Department is responsible for collecting of relevant documents.



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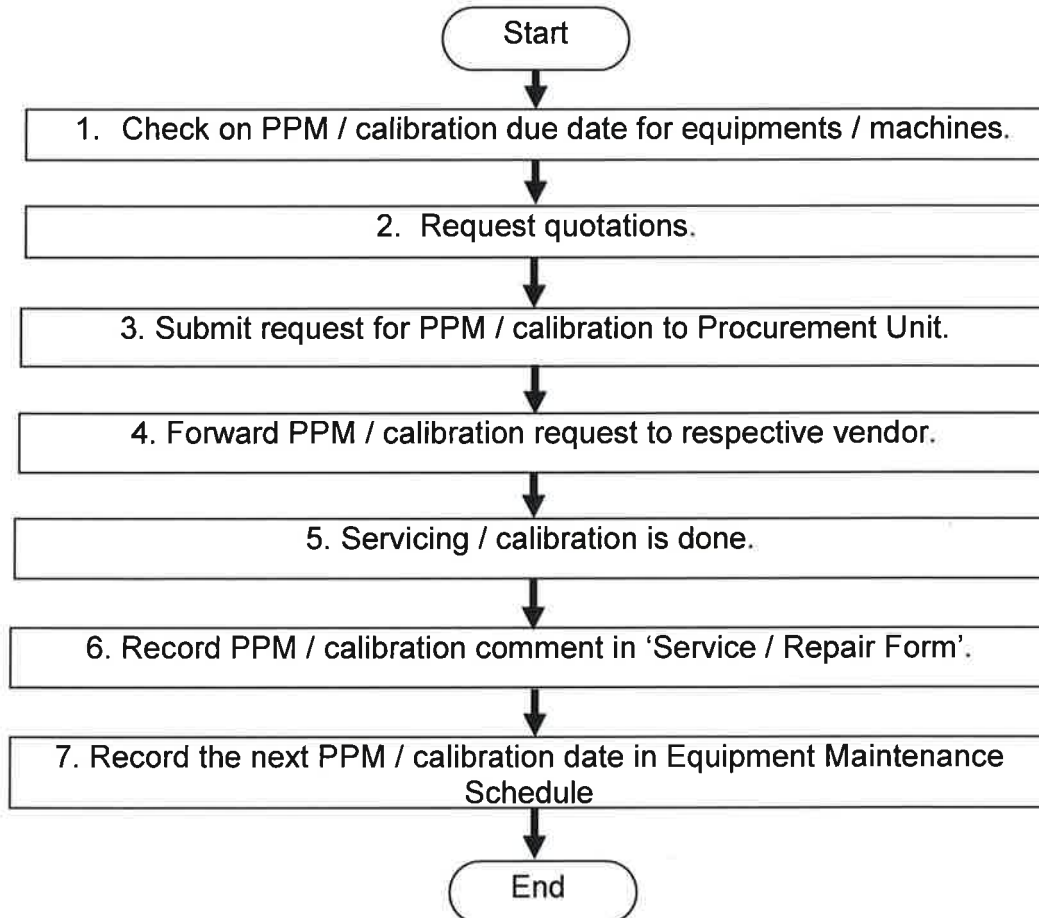
**WORK INSTRUCTION**

**MAINTENANCE AND CALIBRATION FOR  
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**6.0 GUIDELINE**

6.1 Refer to the process flow chart.





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**7.0 DESCRIPTION**

No.	Description	Person in Charge	Document	Duration
1.	PPM / calibration due date for the equipments / machines is checked. PPM service / calibration for equipment depends on its frequency of usage as per indicated in the PPM / Calibration Equipment Master List. To follow the maintenance / calibration schedule guideline for specific equipment as specify by Regulations to ensure safety of the operators and users.	AM/E/TO/LO/ T1-4	Calibration Equipment Master List	1 Day
2.	Application for quotations to be submitted to the company for the request of PPM service / calibration of the equipments / machines.	AM/E/TO/LO	-	1 Week
3.	Request for PPM service / calibration to be forwarded to Procurement Unit using 'Purchase Requisition Form'.	AM/E/TO/LO	Purchase Requisition Form	4 Days
4.	4.1 Once the application is approved by the Procurement Unit, PPM / calibration request will be prepared and forwarded to vendor.  4.2 A copy of the request is filed and kept in the Laboratory Office as record.  4.3 PPM / calibration request is recorded inside the 'Acknowledgement of Receipt for Laboratory Item / Service Record Book'.	Procurement Unit  AM/E/TO/LO  AM/E/TO/LO/ T1-4	Purchase Order   Acknowledge ment of Receipt for Laboratory Item / Service Record Book	21 Days
5.	5.1 Supplier is contacted to set the date for maintenance / calibration work of equipments / machines.	AM/E/TO/LO	-	1 – 2 Weeks



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**7.0 DESCRIPTION**

No.	Description	Person in Charge	Document	Duration
	5.2 Equipments / machines should be separated and set aside on the date fixed for maintenance / calibration work.	TO/LO/T1-4		
	5.3 Servicing / calibration of the equipments / machines performed by the vendor.	Vendor		
6.	6.1 PPM / calibration report to be submitted by vendor and PPM / calibration comment to be recorded in 'Service / Repair Form'.	Vendor / AM/E/TO/LO	Service / Repair Form	1 Week
	6.2 'Service / Repair Form' is filed and kept at Laboratory Office as record.	AM/E/TO/LO/ T1-4	PPM / Calibration Report	
7.	The next PPM service / calibration date is set according to the frequency of PPM service / calibration as defined and the date to be recorded in Calibration Equipment Master List as reference.	AM/E/TO/LO/ T1-4	Calibration Equipment Master List	1 Day

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## 8.0 RECORDS

No.	Titles / Records	Location / Responsibility	Retention Period
1.	'Purchase Requisition Form' (UniKL RCMP/WI/PROC/F-01-02)	Laboratory Office / T & L Lab	7 year
2.	Acknowledgement of Receipt for Laboratory Item / Service Record Book	Laboratory Office / T & L Lab	7 years
3.	'Service / Repair Form' (RCMP/FOM/LP-03-02)	Laboratory Office / T & L Lab	No limit
4	PPM / Calibration Report	Laboratory Office / T & L Lab	No limit

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**BORANG SELENGGARA PERALATAN MAKMAL**  
***SERVICE / REPAIR FORM***

**Equipment** :

**Brand:**

**Serial No:**

**PCM Lab. Number** :

<b>Bil (No)</b>	<b>Jenis Service (Type of Service)</b>	<b>Tarikh Service (Date of Service)</b>	<b>Catatan (Remarks)</b>	<b>Tandatangan (Signature)</b>
1)				
2)				
3)				
4)				
5)				