


	UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK RECEIPT OF LABORATORY ITEMS / LABORATORY EQUIPMENTS / FIXED ASSETS FROM SUPPLIER THROUGH PURCHASE ORDER	Doc. No:	UniKL/RCMP/ LP-03
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<p>Prepared by:</p> <p style="text-align: center;"></p> <p>Name : Noor Hasni Emjah</p> <p>Position : Technical Officer, Laboratory Department UniKL RCMP</p> <p>Date : 24.07.2018</p>	<p>Approved by:</p> <p style="text-align: center;"></p> <p>Name : Chin Pui See</p> <p>Position : Assistant Manager, Laboratory Department UniKL RCMP</p> <p>Date : 24.07.2018</p>
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AMENDMENT RECORDS

No.	Date	Remarks	Revision No.	Approved by
1.	09 May 2014	Establishment	00	Dean, Faculty of Medicine
2.	09 July 2017	Amendment on : <ul style="list-style-type: none"> • Scope of implementation to be changed to Teaching & Learning Laboratory for all items purchased • Person in Charge – change of job title • Evaluation for supplier was included 	01	Dean, Faculty of Medicine
3.	24 July 2018	Amendment on : <ul style="list-style-type: none"> • Change of Process owner – SOP prepared by Technical Officer and approved by Head Laboratory Department 	02	Assistant Manager, Laboratory Department

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No.	Date	Remarks	Revision No.	Approved by
		<ul style="list-style-type: none"> • Responsibility – Laboratory Department is responsible for ensuring compliance with SOP • Person in Charge – change of job title • Duration – duration process to be change to 1 – 5 days. • Procedure and description – Original copy of delivery note and invoice to be submitted to Finance and Procurement Department. • 4.6.1 – change the PCM laboratory number for new equipment. 		

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1.0 OBJECTIVE

The objectives of this procedure are to:

- Be used on how to receive and check laboratory items (chemicals / glassware / consumables) / laboratory equipments / fixed assets of the laboratory sent by suppliers based on purchase order issued by P.C.M. Sdn. Bhd.
- Ensure laboratory items / laboratory equipments / fixed assets of the laboratory received comply with specifications and are supplied in the right quantities according to the purchase order.
- Update the inventory record for laboratory items received by updating in the stock card for respective store and the 'Asset and Inventory Listing' with the new laboratory equipments / fixed assets received and label the laboratory equipments / fixed assets with PCM laboratory number by location.
- Ensure the new laboratory items / laboratory equipments / fixed assets of the laboratory received are placed according to the needs and usage.

2.0 SCOPE


This procedure 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
Sdn. Bhd.	: Sendirian Berhad
AM	: Assistant Manager
E	: Executive
TO	: Technical Officer
LO	: Laboratory Officer
T	: Technical
T & L	: Teaching and Learning

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5.0 RESPONSIBILITY

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



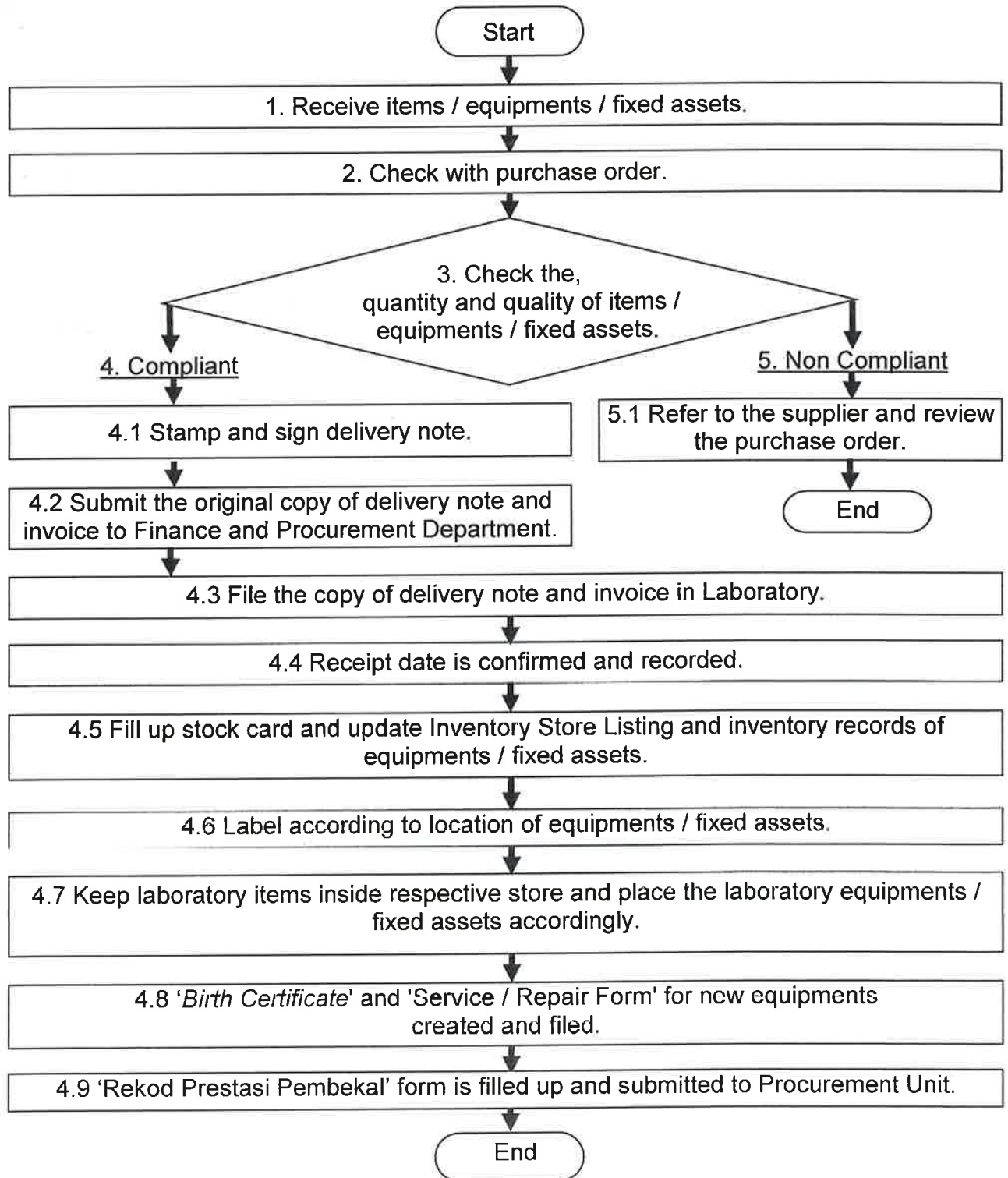
UNIVERSITI KUALA LUMPUR
ROYAL COLLEGE OF MEDICINE PERAK


RECEIPT OF LABORATORY ITEMS /
LABORATORY EQUIPMENTS /
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PURCHASE ORDER

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6.0 PROCEDURE


6.1 Refer to the process flow chart.



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7.0 DESCRIPTION


No.	Description	Person in Charge	Document	Duration
1.	Laboratory items / equipments / laboratory fixed assets received from suppliers	AM / E / TO / LO / T (1-4)	-	1 - 5 Days
2.	Laboratory items / equipments / laboratory fixed assets are checked based on purchase orders issued by P.C.M. Sdn. Bhd.	AM / E / TO / LO / T (1-4)	Purchase order and Acknowledgement of Receipt for Laboratory Item / Service Record Book	1 - 5 Days
3.	Quantity and quality of laboratory items / equipments / fixed assets checked.	AM / E / TO / LO / T (1-4)	-	1 - 5 Days
4.	<p>If the laboratory items / equipments / fixed assets received meet specifications, quantity and quality specified:</p> <p>4.1 Stamp the delivery note using Laboratory 'RECEIVED' stamp and sign it for acknowledgement of receipt.</p> <p>4.2 Submit the original copy of delivery note and invoice to Finance and Procurement Department for payment purposes.</p> <p>4.3 File the copy of both delivery note and invoice of the received items / equipments / fixed assets and kept at laboratory office for record purposes.</p>	AM / E / TO / LO / T (1-4)	<p>-</p> <p>Delivery note and invoice</p> <p>-</p>	1 - 5 Days

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7.0 DESCRIPTION

No.	Description	Person in Charge	Document	Duration
4.4	Confirm the receipt of the items / equipments / fixed assets and record the received date in 'Acknowledgement of Receipt for Laboratory Item / Service Record Book'.	AM / E / TO / LO / T (1-4)	Acknowledge ment of Receipt for Laboratory Item / Service Record Book	
4.5	Fill up the information of received item in the stock card. Update the received item inside inventory Store Listing for respective store. Update the received equipments / fixed assets inside Asset and Inventory Listing.	AM / E / TO / LO / T (1-4)	Stock card, Inventory Store Listing, Asset and Inventory Listing	
4.6	Label the new equipments / fixed assets with PCM laboratory number according to the location of equipments / fixed assets.	AM / E / TO / LO / T (1-4)	-	
4.6.1	PCM laboratory number is designed based on the label as shown below: (Company Name) / LAB / (Location) / (Category) / (Abbreviation of Equipment / Fixed Asset) - (Number) / Month (Year)	AM / E / TO / LO / T (1-4)		
4.7	Keep the received item inside respective store. New laboratory equipments / fixed assets of the laboratory received are placed according to the laboratory needs and usage.	AM / E / TO / LO / T (1-4)	-	
4.8	'Birth Certificate' which includes detailed information on new equipments and 'Service / Repair Form' for new equipment created, filed and kept at Laboratory Office as record.	AM / E / TO / LO / T (1-4)	'Birth Certificate' and Service / Repair Form	


ORIGINAL DOCUMENT

	UNIVERSITI KUALA LUMPUR ROYAL COLLEGE OF MEDICINE PERAK RECEIPT OF LABORATORY ITEMS / LABORATORY EQUIPMENTS / FIXED ASSETS FROM SUPPLIER THROUGH PURCHASE ORDER	Doc. No:	UniKL/RCMP/ LP-03
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7.0 DESCRIPTION

No.	Description	Person in Charge	Document	Duration
	4.9 'Rekod Prestasi Pembekal' form is filled up for items with purchased amount of RM 1,001.00 and above and submitted to Procurement Unit.	AM / E / TO / LO / T (1-4)	'Rekod Prestasi Pembekal' form	
5.	If the laboratory items / equipments / fixed assets received do not meet specifications, quantity and quality specified: 5.1 The laboratory items / equipments / fixed assets to be referred back to supplier with the reference to the purchase order.	AM / E / TO / LO / T (1-4)	Purchase Order	1 – 5 Days

ORIGINAL DOCUMENT

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8.0 RECORDS

No.	Titles / Records	Location / Responsibility	Retention Period
1.	Acknowledgement of Receipt for Laboratory Item / Service Record Book	Laboratory Office / Laboratory	7 years
2.	Stock card	Laboratory Store / Laboratory	7 years
3.	Inventory Store Listing (RCMP/FOM/LP-04-01)	Laboratory Office / Laboratory	7 years
4.	Asset and Inventory Listing (RCMP/FOM/LP-03-03)	Laboratory Office / Laboratory	7 years
5.	'Birth Certificate' (RCMP/FOM/LP-03-01)	Laboratory Office / Laboratory	No limit
6.	'Service / Repair Form' (RCMP/FOM/LP-03-02)	Laboratory Office / Laboratory	No limit
7.	'Rekod Prestasi Pembekal' form (UniKL RCMP/WI/PROC/F-07-01)	Procurement Unit	5 years

**UNIVERSITI KUALA LUMPUR
ROYAL COLLEGE OF MEDICINE PERAK
P.C.M. Sdn. Bhd. 477486-U**

BIRTH CERTIFICATE

Equipment :
Brand:
Model:

Supplier :
Tel:
Fax:
E-mail:

U/Price :

Date Received :

Invoice Number :

Delivery Number :

PCM LAB Number:

PRODUCT SERIAL NO	PCM LAB NUMBER

**UNIVERSITI KUALA LUMPUR
ROYAL COLLEGE OF MEDICINE PERAK**

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

Equipment :

Brand:

Serial No:

PCM Lab. Number :

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