

AMRUTVAHINI COLLEGE OF ENGINEERING, SANGAMNER
ACADEMICS PROCESS MANUAL

ACAD / PR / 12

Maintenance of Lab equipment

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Clause: 7.1.3

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<i>Input</i>	Lab equipment, Equipment manual
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Sr.	Activity	Responsibility	Stage Out put
01	Codify the lab equipment.	Lab Asst.	Dead Stock Register
02	Determine the frequency and parameters for preventive maintenance of equipment.	Lab Asst.	Preventive maintenance Checklist
03	Carry out the maintenance as per plan and maintain record of maintenance work carried out. Also maintain record of repair / replacement carried out during maintenance.	Lab Asst.	Equipment History card
04	In case of breakdown, repair the fault internally and / or with the help from external agency.	Lab Asst.	--
05	Maintain record of maintenance carried out.	Lab Asst.	Equipment History card
06	At the end of semester, collect the data related to breakdowns, identify major and / or repetitive failure, analyze and initiate necessary actions to eliminate recurrence.	Lab Asst.	Corrective Action Report
07	In case if it is not possible to rectify the fault internally, give intimation to the Principal; seek permission, Obtain a copy of Work order from the Purchase.	HOD	
08	Get the fault attended by the service engineer, take trials to ensure smooth operations, put signature on the bill / service report with specific remark (if any) related to behavior and timeliness in attending the problems.	HOD, Conc. Lab Asst.	

<i>Output</i>	Equipment maintained in good working condition.
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Process Monitoring & Measurement					
Parameter	Indicator	Measurement Methodology	Frequency of Monitoring	Responsibility	Document Retention
Execution of Preventive maintenance	Plan Vs Actual	Plan Vs Actual of Preventive maintenance schedule	Every Semester	Lab. Incharge and Lab. Assistant/ Tech. Assistant	Preventive maintenance checklist
Failure/damage of the equipment/instrument	Number	Number of failures/Number of damaged equipment in a semester	Every Semester	Lab. Incharge and Lab. Assistant/ Tech. Assistant	Equipment History Record
Timely repair of damaged instrument/equipment	Days	Number of days taken to repair	Every Semester	Lab. Incharge and Lab. Assistant/ Tech. Assistant	Review of repair work

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