



Role Description

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Position: Equipment Officer

Reports to	Laboratory Manager
Estimated time requirements ¹	0.1 FTE (4 hours per week) for CPHL, PMGH, NAHFTL Hagen, Goroka, Nonga and ANGAU and Lae AH Facility sites
Qualifications and experience	<ul style="list-style-type: none">• 3 - 5 years in a laboratory environment• Ability to work independently and demonstrate a high degree of personal & professional initiative, ethics and integrity

Overview

This person, an existing staff member, is appointed to the role by the Laboratory Manager to assist with the management and documentation of laboratory equipment. The position has no supervisory responsibility.

Key Responsibilities

1. Understand equipment requirements of Laboratory Quality Manual Section 5 (reference)
2. Oversee placement, installation of new equipment (Section 5.3)
3. Contribute to writing equipment SOPs using the manufacturer's manual that includes required equipment cleaning and maintenance. Participate in training and competency assessments of other staff as directed by the lab manager.
4. Monitor staff using the equipment to ensure maintenance and cleaning tasks are on schedule and recorded appropriately on the relevant log sheet
5. Maintain the master equipment inventory, equipment identification for the laboratory and master folders for major equipment items (Section 5.4)
6. Validation and equipment calibration (Section 5.5)
7. Maintain equipment, including cleaning, preventative maintenance, minor repairs, arranging servicing, safety checks, recommending replacement equipment as required. **N.B. Maintain a log of these activities for discussion with the Laboratory Manager.**
8. Document a program for preventive maintenance, which, at a minimum, follows the manufacturer's instructions and includes annual examination of electrical safety where relevant (Section 5.6). Retain this in the master folder for the equipment piece.
9. Oversee and conduct equipment decontamination prior to servicing
10. Oversee equipment decommissioning as directed (Section 5.7)
11. Address technical queries in the area of laboratory equipment.

References	Laboratory Quality Management overview G_10_Info_1 National Laboratory Quality Manual Equipment section
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Amendment 5/4/22: Addition to point 6 to add the requirement for an activity log

Amendment 2/8/22: Remove "disposal of infectious waste" from point 7; added point 4

¹ Note that the time allocated to this role will be according to the laboratory location and size and as approved by local laboratory management. No additional staff establishment is provided for these duties at this stage of the program.