



Worksheet (form)

Document G_10_WS_6_A Author:S Mabone/ J Ferguson Authorised:W Porau, 30/6/22 Review: 30/6/24

Equipment item front page registration, faults and service log

Complete this for each asset-recorded equipment piece and place it as the front page of a separate folder for that equipment (responsibility Equipment Officer or Section head). The folder needs to be kept next to the equipment in question. It should be the place to file manufacturer's instructions, equipment SOPs and archived worksheets.

Equipment Registration

Laboratory name	
Section (e.g. microbiology)	
Type of equipment	
Equipment name	
Manufacturer	
Label - local control number as per instructions in Section 5 of the national laboratory QM – e.g. GO-90-001 = Goroka microbiology equipment item 1.	
Serial number	
Model and year	
Location (room number if available)	
Date of purchase	
Date Installed	
Equipment validation (if relevant)	
Type of maintenance (contract or in-house)	
Physical condition	
Service provider (for maintenance and calibration)	
Service provider contact person + contact details	
Frequency of maintenance	
Date last maintenance	
Date next maintenance	
Remarks	
STATUS	
SOP reference (if available)	
Document control (responsibility Equipment Officer)	
Date of this version:	
Completed by:	
Local facility equipment asset register updated	Yes No

