



SOP

REPORT OF DEFECTIVE EQUIPMENT

RIPANS: PHARM DEPT:SOP:07

Document Title:
Standard Operating Procedure Report of Defective Equipment
Document Number: RIPANS: PHARM DEPT:SOP:07

Originator

Designation
Demonstrator i/c assigned Laboratory

Approvals

Designation
HOD

Distribution

Designation :
1. Head of Department
2. All Faculties and Staff
3. All students

Version	Date	Description
V00	10.01.2022	Initial Version

1. Purpose

This SOP applies to the procedure for report of defective equipment.

2. Abbreviations and Definitions

SL. No.	Abbreviation/ Terminology	Expansion/ Definition
1.	HOD	Head of the Department
2.	SOP	Standard Operating Procedure

4.1 Input

SL No.	Input Description	Source
1.	Instrument Booking register	Instrument Room
2.	SOP for Instrument	Instrument file inside the Instrument Room

4.2 Entry Criteria

1. Office order on List of Holidays by Director RIPANS.
2. Announcement of academic Calendar and semester break by concerned HoD.
3. Examination Routine for Semester and Sessional

5. Process Activities

5.1 Activity Description

SL No.	Activities with preferred sequence	Responsibility	Ref. Doc
1.	Lists of Holidays	Director	Office order
2.	Announcement of academic Calendar and semester	HoD	Office Order
3.	Announcement of Semester and Sessional Examination	HoD	MZU and Sessional Examination file.

5.2 Procedures: -

- 1) All demonstrators have to maintain instruments in their laboratory as per ISO procedure and format.
- 2) All the defective equipments should be reported by the Demonstrator i/c of concerned Laboratory to HoD as given format in Annexure I.
- 3) It is the duty of demonstrator to report the defective equipment at the earliest.
- 4) Demonstrators have to ensure that all log book have filled up by the users.

6. Risk Management

S. No	Threat Description	Impact	Probability	Risk Score	Control	Status
1.	Not reporting the defect instruments	5	1	5		
2.	Not maintain ISO format	3	1	3		
3.	Not maintain Log book	3	2	3		
4.	Not checking the instrument	7	1	5		

7. Process Output

S. No	Output Description	User
1.	Practicals are conducted with available facilities in the institute	Teachers , staff and students
2.	Students have performed practicals in most significant way for their knowledge	Demonstrator i/c, all faculties.

8. Metrics

S. No	Critical Success Factor	Targets
1	Cleanliness of laboratory room	Everyday
2	Availability of chemicals	Any time
3	Power supply inside the Instrument room	UPS back up through Isolator Transformer

9. References

9.1 Work distribution of staff in the Department of Pharmacy.

10. Exit Criteria

1.1 Office order by Head Department

11. Records

S. No.	Name of Record	Location / Path	Custodian	Retention period
1.	Instrument booking register	Instrument room	Demonstrator i/c	5 years
2.	Log book of each equipment	Instrument room	Demonstrator i/c	5 years

***** End *****

ANNEXURE - I

EQUIPMENT DEFECT REPORT FORM

Name of equipment : -----
Equipment ID : -----
Location/ Laboratory : -----
Nature of Defect : -----

Name & Signature of Faculty i/c
Demonstrator i/c

Name & Signature of