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| <b>Quality Management System Procedure</b><br>[Laboratory Name] | Issue Date:<br>YYYY/MM/DD                          | Rev.:<br><b>0</b> |
|   | <b>QSP 5-5-1 – Equipment (including computers)</b> |                   |

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Purpose**

To establish a plan for safe handling, transport, storage, use and maintenance (including calibration) of measuring equipment, and appropriate use of correction factors to ensure proper functioning and in order to prevent contamination or deterioration.

### **Scope / Field of Application**

Chemistry and / or microbiology equipment generally includes the following types:

- a) *General Service Equipment* – not used for making measurements or with minimal influence on measurements (e.g., hot plates, stirrers, non-volumetric glassware and glassware used for rough volume measurements such as measuring cylinders) and laboratory heating or ventilation systems.
- b) *Volumetric Equipment* – flasks, pipettes, burettes.
- c) *Measuring Instruments* – thermometers, timers, spectrometers, chromatographs, electrochemical meters, balances, etc.
- d) *Computers and Data Processors* – physical equipment and software.

### **Responsibilities**

The performance of an instrument is checked out and appraised by a qualified person before use. This involves a visual inspection and verification of its operation, including the zero and full-scale calibration.