

Laboratories Equipment Process

Process Definition



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1. SUMMERY

- 1.1. This document defines the process of controlling the logs of Laboratories Equipment and the safety practices in the university labs.
- 1.2. The relationship between this process and the other processes within the Tishk International University management system is illustrated in the process flow map included in the [Quality Manual Doc IU.QM.IN.001E].

2. REVISION AND APPROVAL

This procedure is prepared, reviewed and approved as follows.

Prepared by	Reviewed by	Approved by
Rasha Alkabbanie	Dr. Mehmet Ozdemir	Dr. Idris Hadi Salih

#	Date of Issuance	Ver.	Validity	Description of Change	Prepared by	Reviewed by	Approved by
1	25/12/2017	0	3 years	Original Release	Rasha Alkabbanie	Dr. Mehmet Ozdemir	Dr. Idris Hadi Salih

3. PROCESS DEFINITION

- 3.1. The purpose of this process is to ensure that the Laboratories Equipment are defined and valid. Also it aims to apply the safety rules in the laboratories by both the students and the staff.

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4. PROCESS OBJECTIVES AND METRICS

- 4.1. Process objectives for this process are defined in the “Quality Objectives of Tishk International University” document.
- 4.2. In addition, each objective has at least one metric (or KPI) with which management can measure the effectiveness of the process. These are also defined in the “Quality Objectives of Tishk International University” document.
- 4.3. The targets of each objective are determined in October of every academic year.
- 4.4. The achievement of the quality objectives are discussed in the Management Review Meeting.

Quality Objective	Key Performance Criteria (KPI)	Other process contributes to the final target
Ensuring high level of safety in the laboratories	Number of accidents/incidents occurred in the labs within one academic year.	-

5. PROCESS OWNERS AND RESPONSIBLE PARTIES

- 5.1. The owner of this process is the **Heads of the Academic Departments that the labs belongs to.**
- 5.2. **Research Assistants working in the labs** will ensure proper fulfillment of the requirements of this process.
- 5.3. The **Vice-President of Academic Affairs** will ensure proper resources are provided for this process.

6. TYPICAL PROCESS INPUTS AND RESOURCES

- 6.1. Technical Information Needed.
 - The technical information of the laboratories equipment and devices
 - Safety rules
- 6.2. Resources/Facilities and Techniques needed:
 - Safety posters, safety tools and equipment.
- 6.3. Resources/Personnel needed:
 - Research Assistants working in the labs
- 6.4. Special training needed
 - None

7. SUP-PROCESSES WITHIN THIS PROCESS:

- Preparing Log List of Equipment
- Applying Calibration of the Equipment
- ID Cards for the Equipment
- Safety Concerns

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8. TYPICAL PROCESS OUTPUTS

8.1. Service produced:

- Equipment are controlled
- Safe environment in the labs
- Acute performance and results in the labs.

8.2. Documents produced :

- None

8.3. Records produced:

Calibration List	IU.LB.FR.003E
Equipment Log List	IU.LB.FR.002E
Id Card Of Equipment	IU.QM.FR.360E
Lab Work Instruction Form	IU.FA.FR.026E

9. RELATED RISKS AND OPPORTUNITIES

Risk	Likelihood	Severity	Assessment Method	Mitigation
Safety rules may not be followed by the students in the labs	Somewhat likely to Occur	High	By observation	Dedicating the first hour of each Lab course to explain the safety rules and showing the importance of following them. The rules could be printed out and been signed by the students for ensuring commitment.

10. STEPS

10.1 Preparing Log List of Equipment

- The Research assistant working in the lab insert all the information required in the Form "Equipment Log List". These information are: Name of Device, Code, Manufacturer, Mode, Serial Number, Date of Manufacturing, Quantity, Calibration Frequency, and Responsible Staff.
- When receiving a new equipment in the lab, the research assistant should update the log list accordingly.

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10.2 Applying Calibration of the Equipment

- The Research assistant working in the lab insert all the information required in the Form “Calibration List”.
- This list shows the status of the equipment whether it needs calibration or not.
- When using the equipment becomes invalid due to calibration, one of the technical staff will be assigned to apply the required calibration on the lab. Then the Calibration List will be updated accordingly.

10.3 ID Cards for the Equipment

- The Research assistant working in the lab puts the ID Cards stickers on all the equipment and tools located in the lab.
- The research assistant fills the information related to the equipment in the ID sicker (Name of Device, Code, Manufacturer, Mode, Serial Number, Date of Manufacturing, Quantity, Calibration Frequency, and Responsible Staff)
- Annually, the research assistant ensures that the stickers are still clean and can be seen clearly.

10.4 Safety Concerns

- The Research assistant post the stickers related to safety rules at the labs.
- The first lesson of each lab course shall be about the safety rules.
- The research assistant updates the Lab Work Instruction rules annually.