

VOP			
Operating sub Process			
<u>Equipment Control, Office, Warehouse, PCs, Equipment and Pat Testing</u>			
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SCOPE

This procedure is established to describe the system used within the company for the control of Equipment used and maintained throughout the company. It is used in conjunction with the individual sub procedures, which show the relevant information necessary.

RESPONSIBILITIES

It is the responsibility of the Managing Director, to ensure that the contents of this procedure, and related procedures, are adhered to.

PROCEDURE

This procedure is in place to ensure that all equipment used within the company and by company personnel, is suitable for requirements, fit for purpose and in good working order.

An example of equipment used are computers, printers, phones, tablets, Laptops, fans, heaters, tools, cleaning and kitchen equipment.

Equipment is used, within the company and by company personnel, to carry out daily jobs and to aid and improve working conditions and productivity.

New equipment is typically purchased from reputable suppliers. Where necessary, equipment is checked before use to ensure compliance and safety.

We use Intrastats Issue system to review requests for new and / or improved equipment. We also use the Health and Safety questionnaire, HSE Personnel Questionnaire, available in Intrastats which is sent out as part of audit Audit 19 Health and Safety, Working Conditions and Building Fabric Issues. To find out if any staff would benefit from new or improved equipment.

Electrical equipment is PAT tested (Portable appliance testing) when required to ensure safety, and a log recorded in Intrastats. Anything that fails PAT testing will be removed from use and either repaired and re tested or disposed of and replaced. This will be overseen by the Maintenance Controller.

Maintenance requests should be submitted as an Issue in Intrastats to a Maintenance Controller, a Director, or directly to the service company if an existing working relationship is in place. Authorization must be given by the Maintenance Controller before proceeding.

Calibration Equipment will be sent to a company that is able to calibrate the equipment as per the recognised standards. The calibration certification will be filed in the Document Index in Intrastats. The date will be added on the calibrated equipment as well as to the Calibration index as per VOP 06 Measurement Control Viamed VST, Calibration, QA Stock.

Faulty equipment must be reported to the Maintenance Controller or a Director. The equipment will then be assessed and either repaired or replaced as appropriate.

Any staff using equipment can request training by Issue to a Director as required.

Equipment that needs to be disposed of will be taken to the tip if it is general waste or household electrical waste for recycling. Or be added to the WEE waste pallet that is in the warehouse that is collected by an authorised WEE Waste collection company when it is full.