

VOP			
Viamed Operating sub Process			
Equipment Control, Office, Warehouse, PCs and Equipment, Pat Testing			
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		Viamed Ltd ISO13485:2016: 6.3 VST Ltd ISO9001:2015: 7.1.3, 7.1.5.2	Page 1 of 1

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, fax machine, fans, heaters and tools.

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

All new equipment is bought through reputable companies and are checked before use, for 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.