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	Document Title:	EQUIPMENT REPAIR PROCESS

PURPOSE:

1. To establish written procedures for machine specific equipment use, maintenance and repair and medical equipment are safe and regularly serviced and maintained.
2. This procedure describes how medical equipment require maintenance, calibration and planned servicing or repair.

SCOPE:

Applies to all Molecular Laboratory Personnel of Dr. Pablo O. Torre Memorial Hospital.


PERSON RESPONSIBLE:

All Molecular Biology Laboratory Personnel, Biomedical Engineer, Technician

GENERAL GUIDELINES:

A. Equipment Maintenance and Repair

1. All new instruments come with a minimum of one year's parts and labor warranty. After this initial period, a service contract for preventative maintenance is set up. Visits are scheduled and recorded to ensure that equipment is maintained in a safe working order.
2. Electrical safety and emergency stop devices are scheduled to be checked and recorded if not included as part of the contracted maintenance.
3. Procedures should contain information and any other necessary risk and risk management information to ensure the safe handling and disposal of any chemicals, radioactive and biological materials by staff authorized to carry out the procedure.
4. Any item of equipment that suffers damage or that is shown by calibration or otherwise to be defective and unfit for use should be properly documented.

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B. Repairs of Equipment

1. Molecular Laboratory personnel should not call the vendor. MMD and /or Purchasing Department will coordinate the repair with the vendor and will provide the department with necessary instructions.
2. To request repairs or service for any equipment, contact Supplier's Engineering Team (regardless of whether warranties or maintenance contracts apply)

C. Repair of Other Equipment Where Warranties and Service Contracts Do Not Apply.


1. If the equipment is not covered by a warranty or maintenance contract, the department may elect to have the repairs performed by an outside vendor/ manufacturer or by the Maintenance and Engineering Department.
2. If the department elects to have the repairs performed by an outside vendor or manufacturer, the department should prepare a requisition.
3. Procurement of Equipment, Supplies, and Services and enter the requisition electronically. The following information **MUST** be indicated on the requisition:
 - 3.1. Name, make, model, and serial number of each item to be repaired
 - 3.2. Nature of the repair
 - 3.3. An estimated amount for the repair must be entered.
 - 3.4. Any additional comments may be conveyed in text.
4. If the department has an emergency during normal working hours where a repair must be made immediately by an outside vendor or manufacturer, the department must prepare a requisition and obtain the proper signatures.

D. Repair of Equipment Covered by Service Contract

1. Requests for service are to be directed by telephone or email to the Purchasing Department, who will coordinate the repair with the vendor.
2. The Biomedical Engineering Team will coordinate with the supplier for the status of repair.

E. Repair of Equipment Within Warranty Period

1. Requests for service are to be directed by telephone or email to the Biomedical Team.


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2. The department should provide the following information:
 - 2.1. Name of the vendor from which the item was purchased.
 - 2.2. *Purchase order number.*
 - 2.3. Date received.
 - 2.4. Name, make, model, and serial number of each item to be repaired.
3. Purchasing Department will contact the vendor/ complete the material return form, make arrangements for the repair, and advise the department and the Warehouse of necessary instructions.
4. Requests for Repair/ Maintenance/ Service on Holidays and Weekends:
 - 4.1. If an emergency arises that requires service or repair of equipment during a holiday break or on a weekend, the department may contact a service representative prior to notifying Purchasing Department.
5. The Purchasing Manager should be notified immediately upon return to department. Purchasing Department will advise the department of any further instructions

PROCEDURE:

1. Communicate the breakdown to the Biomedical Engineering department.
2. The Biomedical Engineer shall depute the technician to attend to the breakdown.
3. While carrying out the breakdown maintenance the following steps shall be followed:
 - 3.1. Switch the power of the supply and discuss the incidence of breakdown with the operator to understand the details.
 - 3.2. Carefully check the machine and check the cause of the breakdown.
 - 3.3. After determining the cause of the breakdown, if parts are to be dismantled, keep the dismantled parts it shall be place properly in a tray and clean them thoroughly.
 - 3.4. After the repair, assemble the parts, check the assemblies for smooth operation and then assemble on the machine.
 - 3.5. Lubricate the parts whenever lubrication is required.


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- 3.6. After satisfactory repair of the breakdown, show the performance trial to the staff on duty and have the working permit signed as proof that a repair was done **and it should be documented.**
4. Calibration, validation and equipment verification shall then be performed so as to validate that the equipment is in good working condition.
5. A Service report shall be given to the Staff-in-charge so as acknowledge that the equipment was repaired and is in good condition.
6. The equipment is ready to process and run different types of laboratory examinations.


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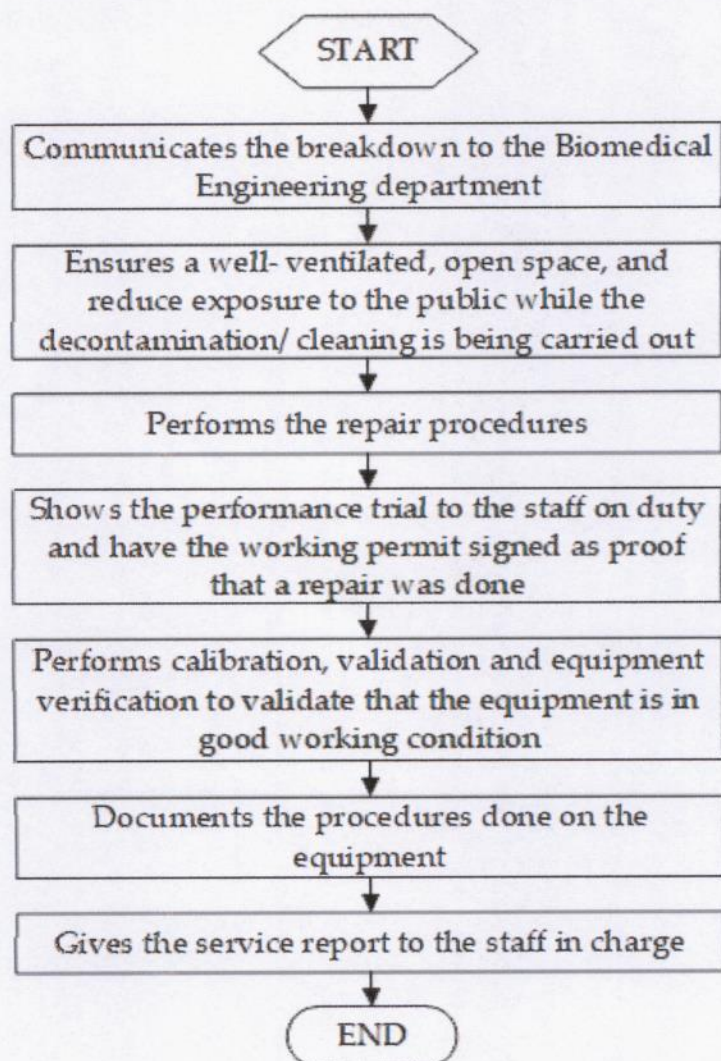



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FLOWCHART




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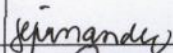
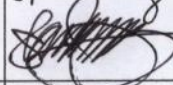
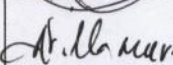
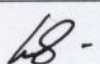

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KEY TASKS	PERSON RESPONSIBLE
1. Communicates the breakdown to the Biomedical Engineering department	Molecular Laboratory personnel
2. Deputes the technician to attend to the breakdown	Biomedical Engineer
3. Performs the repair procedures	Biomedical Engineer/ Technician
4. Shows the performance trial to the staff on duty and have the working permit signed as proof that a repair was done	
5. Performs calibration, validation and equipment verification to validate that the equipment is in good working condition	
6. Documents the procedures done on the equipment	
7. Gives the service report to the staff in charge	

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