**SOP 43 Template 1**

**Laboratory Equipment validation and maintenance**

*The use of this template is not mandated by the JRMO and may be adapted to be study specific.*

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| **Equipment Name** |  | |
| **Serial/Identification Number** |  | |
| **Equipment Location** |  | |
|  | **Comments** | **Acceptable Y/N** |
| Intended use of equipment | *How will the equipment be used in the study?*  *Consider the contribution of the equipment to maintaining primary/secondary endpoints* |  |
| Equipment documentation | *Installation documentation*  *Manufacturers Operating Manual*  *Internal SOP/User Guide* |  |
| Equipment acceptance testing | *The laboratory shall verify upon installation and before use that the equipment is capable of achieving the necessary performance and that it complies with requirements relevant to any examinations concerned*  *Each item of equipment shall be uniquely labelled, marked or otherwise identified* |  |
| Equipment Calibration | *The laboratory shall have a documented procedure for the calibration of equipment that directly or indirectly affects examination results* |  |
| Maintenance schedule | *The laboratory shall have a documented programme of maintenance which, at a minimum, follows the manufacturer’s instructions and internal laboratory maintenance schedule.*  *Any defective equipment that fails maintenance checks must be taken out of use until necessary repairs and validation is completed.* |  |
| **Sign Off** | **Signature** | **Date** |
| **Laboratory Scientist** |  |  |
| **Laboratory Manager** |  |  |