# EQUIPMENT MAINTENANCE RECORDS

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| **Document number** | 2.02.003 |
| **Version** | 1.0 |
| **Category** | Resource Management |
| **Sub-category** | Equipment |

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| Authored by | *Swiss Biobanking Platform* |
|  |
| **Effective date** |  |

## NAME OF THE PIECE OF EQUIPMENT

Name of the manufacturer:

Date of acquisition:

Manufacturer reference number / Serial number:

Inventory number:

Current location:

## MAINTENANCE RECORDS

Frequency of maintenance:

*\*If a repair or replacement is required, refer to Repair and replacement records table below.*

|  |  |  |  |
| --- | --- | --- | --- |
| Date of maintenance | Details of maintenance\* | Maintenance Provider | Scheduled date for next maintenance |
|  |  |  |  |
|  |  |  |  |

## REPAIR AND REPLACEMENT RECORDS

|  |  |  |
| --- | --- | --- |
| Date of repair/replacement | Details of repair/replacement | Person responsible  of repair/replacement |
|  |  |  |
|  |  |  |

## REVISION HISTORY

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| --- | --- | --- | --- |
| **Document number** | **Effective date** | **Author** | **Details of revision** |
| 2.02.003 |  | SBP | Initial release |