 جامعة الشارقة UNIVERSITY OF SHARJAH	Policy Main Title	Central Labs	Effective Date	01-Nov-19
	Policy Subject	Central Labs Equipment Shifting	Last Review date	01-Nov-22
	Policy Number	UOS/CLD/MS/07	Next Review date	01-Nov-23
	Responsible Entity	Central Laboratories Directorate - Maintenance Section	Approved By	Deanship of Academic Support Services

Overview

Shifting of equipment in labs is normal practice in laboratories but to secure and keep in operational condition equipment sharing records should be managed properly and only competent persons or engineers should do that. For the long life of any equipment, it needs proper maintenance or sometimes calibration as well. To get maximum benefit from equipment by different users. Equipment should be maintained well as per the recommendation recommendations.

Central labs define the procedure for the temporary or permanent shifting procedure of lab equipment requested by lab users within the same lab or other labs/ building. The maintenance team is coordinating with requestors to facilitate the shifting and proper installation of lab equipment and ensure that equipment is in working condition and meets the criteria of manufacturer's recommendations.

Scope

This procedure applies to all lab staff and lab faculty members in all labs which comes under Central Labs Directorate, University of Sharjah.

Purpose

The purpose of the policy is to:

- Ensure efficient utilization of lab equipment to cater wider educational needs of different department and to support completion of student projects, teaching assignments and research work in all labs.
- Ensure that all requests are accommodated in an appropriate manner.
- Ensure that all labs equipment is in operation condition after shifting.

Abbreviation

CLD – Central Laboratories Directorate

DCLD - Director Central Laboratories Directorate

CLDR - Central Laboratories Directorate Representative

DASS - Dean of Academic Support Services


UCLC - University Central Laboratories Committee

LS- Lab Staff: (Lab Supervisors, Lab Officers, Lab Engineers, Clinical Tutors, Lab Technicians, and research assistant)

LFM- Lab Faculty Member (Professor, Associate Professor, Assistant Professor, Lecturer and Researchers)

LTL- Lab Team Leader

UOS- University of Sharjah

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Reference


- Education Sector Environment, Occupational Health & Safety Management System General Framework Version 2.0 / January 2020.
- Quality Management System ISO 9001:2015 / Clause: 7.1.4 (Environment for the Operations of Processes).
- OSHAD-SF, version-3, May 2017; Clause:7 (health & Hygiene) / Clause: 10 (personal protective Equipment).
- CAA Standards for Institutional Licensure and Program Accreditation Dec 2019.
- Ministry of Education.
- Manufacturer installation guidelines and manual

Policy


- a) Maintenance section committed to managing lab equipment shifting in labs.
- b) Maintenance section should decide the practicality of shifting lab equipment without compromising equipment and lab safety.
- c) Maintenance section should provide the best services as far as reasonably practical to assure the equipment is in working condition.
- d) Maintenance section must continually improve the equipment shifting process.

Procedure

<u>RESPONSIBILITY</u>		<u>ACTION</u>
	1.0	Labs Equipment Shifting Procedure
CLD	1.1	When equipment needs to be shifted, an online "CL Equipment Shifting Form" should be filled in. Note: Equipment shifting form covers the following: <ul style="list-style-type: none"> - Item Information (Equipment name, Barcode, Model No., Etc.) - Shifting Information (Duration, From... To, etc.) - Authorized Persons Signature (Head of department, Dean...Etc.) - Cases of shifting (Locations) - Requested details - DCLD approval
Requester	1.2	Fill out the 'CL Equipment Shifting Form' and forward it to the authorized person such as the Lab instructor, head of Department, and Dean of College according to the case of shifting. Note: Shifting Cases are mentioned in the CL Equipment shifting form

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RESPONSIBILITY		ACTION
Authorized person	1.3	Approves the duly completed CL Equipment Shifting Form and forwards it to the DCLD for final approval.
DCLD	1.4	Reviews the form and approval of the authorized person, then approves the request, and forwards it to the CL staff in charge for further action.
CL Staff In charge	1.5	In case temporary shift: On receipt of the approved CL Equipment Shifting Form, the following carries out: i- Follows up and secures the shifting operation if specific requirements are needed. ii- Ensures equipment is returned on time.
CL Staff In charge	1.6	In case of permanent shifting: A copy of the approved form is forwarded to the fixed assets unit & CLD document controller by email to update their records.
LS	1.7	Ensures to protect the equipment while shifting / transporting to avoid any damage. Therefore, safeguards the equipment by taking appropriate safety measures. Note: Safety measures may be followed in case highlighted by the manufacturer in the manufacturer manual.
CL Staff In charge & LS	1.8	Transporting the equipment between W12 - M12 buildings shall be through the new paved pathway behind the Central labs buildings (i.e., from the back doors).
	2.0	Monitoring and Control
LS	2.1	Ensures zero damage to equipment during shifting.
LS	2.2	Report on equipment damage should be submitted to DCLD immediately.
	3.0	Records
DCLD / CLDR	3.1	Ensures that electronic version and / or hard copy of following records are maintained for a period of three years. <ul style="list-style-type: none"> • Lab Equipment Transfer Form • Shifting Equipment Form (Repair) (MS/FR/05) or Gate Pass • Report in case of equipment damage during shifting
DCLD / CLDR	3.2	Disposes records after expiry of retention period. Disposal may include: <ul style="list-style-type: none"> • Send to store • Destroy the records • Shred the records • Archive the records

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Document Amendment Record

Date	Description of Amendment	Pages Affected
28-06-2022	Add overview, Purpose, Scope, Reference, and Policy statements	1-2
	Add Record Documents in 3.1	3