



Facilities and Equipment Policy

Introduction

This Facilities and Equipment Policy outlines the laboratory's commitment to providing safe, secure, and appropriate facilities and equipment for its personnel, and for the performance of its tests and calibrations.

Purpose

The purpose of this policy is to ensure that the laboratory's facilities and equipment are suitable for their intended use, and that they are properly maintained and secure.

Scope

This policy applies to all facilities and equipment used by the laboratory, including laboratory space, equipment, tools, and reference standards.

Policy

- The laboratory will ensure that its facilities and equipment are suitable for their intended use and are appropriate for the tests and calibrations performed by the laboratory.
- The laboratory will maintain its facilities and equipment in good working order and will regularly perform preventive maintenance to ensure that they continue to meet the laboratory's requirements.
- The laboratory will ensure that its facilities and equipment are secure, and that they are protected from unauthorised access and tampering.
- The laboratory will ensure that its facilities and equipment are used in accordance with the manufacturer's specifications and with the laboratory's procedures, policies, and guidelines.
- The laboratory will ensure that its facilities and equipment are properly calibrated and maintained, and that their accuracy is regularly verified.
- The laboratory will maintain records of the maintenance and calibration of its facilities and equipment and will ensure that these records are readily accessible and up to date.
- The laboratory will regularly review its facilities and equipment processes and procedures to ensure they remain relevant and effective.

Conclusion

The laboratory is committed to providing safe, secure, and appropriate facilities and equipment for its personnel, and for the performance of its tests and calibrations. This Facilities and Equipment Policy is an important part of the laboratory's quality management system (QMS) and is intended to ensure that the laboratory's facilities and equipment are suitable for their intended use and are properly maintained and secure.