
Overview

This standard is about the carrying out of routine maintenance, cleaning and calibration of scientific or technical equipment. You will be expected to carry out the activities in accordance with the company's approved procedures.

Good housekeeping is essential in any scientific or technical facility, especially if the organisation has to adhere to specific quality standards. Ensuring that all required cleaning, maintenance and calibration checks are carried out and logged will mean that the company will retain any external validations.

While you are expected to be familiar with your own responsibilities with regard to relevant organisational procedures, you are not expected to have overall responsibility for the procedures or for developing new procedures. Your role is to follow procedures and to carry out the tasks under some level of supervision.

You are expected to be familiar with the company procedures and to develop a level of understanding of the techniques and equipment you are using. You will have a sound knowledge of all Health Safety procedures as well an understanding of the processes you are working with.

Who this standard is for

The standard is recommended for new recruits and junior laboratory staff.

**Performance
criteria**

- You must be able to:
- P1 ensure that your work is carried out safely and in accordance with workplace procedures
 - P2 confirm that the scientific or technical equipment is in a safe and usable condition, according to established procedures
 - P3 identify and report any equipment faults accurately to the team leader
 - P4 perform routine maintenance in accordance with manufacturers' instructions and relevant health and safety legislation
 - P5 confirm the correct operation and operating tolerances of the scientific or technical equipment, in accordance with established procedures
 - P6 record details of maintenance and operation checks, according to departmental procedures
 - P7 ensure that all work areas and equipment are cleaned at the end of any task so that they are ready for further use
 - P8 calibrate equipment according to company procedures
 - P9 communicate the required information about the work done, in accordance with departmental and organisational procedures

Knowledge and understanding**You need to know and understand:**

- K1 the health and safety requirements of the area in which you are carrying out the activities
- K2 the legal and regulatory frameworks within which you are working and the implications of failing to comply with either
- K3 the correct procedures for the work you are carrying out
- K4 the correct procedures for reporting any faults you find in equipment
- K5 the appropriate maintenance checks that need to be carried out on the equipment you are using
- K6 the calibration methods for the equipment you are using and where to record them
- K7 the correct cleaning processes for any work area or equipment you are using
- K8 the correct procedures for recording any maintenance carried out
- K9 the common faults found in the equipment you are using and how to correct them
- K10 the limits of your authority and what you should do if there are issues you can't resolve

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