Annex 15   
Service plan and responsibility for maintenance of equipment

**This template must be adapted to the situation in the particular plant.**

1. Purpose

Functioning equipment helps to ensure the quality of results, the safety of the workforce and generally the protection of people and the environment. To achieve this, it requires regular servicing. Servicing is an element in the upkeep of equipment and means the technical maintenance of an item of equipment. Equipment upkeep overall also comprises cleaning and disinfection; rules on these are, however, set out separately in the hygiene plan.

1. Overview of equipment and responsibility for servicing

This table provides an overview of the safety-related items of equipment[[1]](#footnote-1) at *(company name)* and the allocation of responsibility. All the items of equipment which either have direct safety functions or are used (regularly) for work involving Group 2 and 3 organisms (Class 2 activities) are listed in this table.

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| --- | --- | --- | --- | --- |
| **Concerns** |  | **Where** | **When** | **Who** |
| Equipment | Equipment No. | Room | Frequency of servicing | Person responsible |
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1. Equipment-specific service plan[[2]](#footnote-2)

This table is completed separately for each item of equipment and placed in a visible position next to it.

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| --- | --- | --- | --- | --- | --- |
| **Concerns** | *Equipment, Equipment No.* |  | | | |
| **Where** | *Room* |  | | | |
| **What** | ***Requirement 1*** | **(e.g. leakage test)** | | | |
| **When** | *Frequency* |  | | | |
|  | *Last service* |  |  |  |  |
|  | *Result* |  |  |  |  |
|  | *Next service* |  |  |  |  |
| **What** | ***Requirement 2*** | **(e.g. replace filter)** | | | |
| **When** | *Frequency* |  | | | |
|  | *Last service* |  |  |  |  |
|  | *Result* |  |  |  |  |
|  | *Next service* |  |  |  |  |
| **Who** | *Person responsible / Report faults to:* |  | | | |
|  | *Servicing company (contact person, Tel.)* |  | | | |
|  | *Service agreement with* |  | | | |

1. Rules on access for service personnel

Visitors may only enter the Level 2 laboratory and work in it after having received prior permission from the Biosafety Officers or the Laboratory Manager, when accompanied by someone with appropriate expertise and after having being informed about the potential risks. Personnel must be instructed appropriately and, if necessary, precautionary measures taken, especially when servicing and repair work is being carried out in the Level 2 laboratories. All visits must be recorded in a visitors’ book.

|  |  |
| --- | --- |
| Compiled / authorized |  |
| Date |  |

1. Safety-related items of equipment may include for example: autoclave, laminar air flow systems, safety workbenches, centrifuges , incubators, refrigerators and freezers, hot-air sterilizers, pipettes, water baths, pH meters, balances, gravimetric diluters, distillation apparatus, deionizers, reverse osmosis unit, automatic metering devices, volumetric devices etc. [↑](#footnote-ref-1)
2. If available, the equipment-specific service plans and diagrams from the equipment manual should be used. [↑](#footnote-ref-2)