	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	WI-QMR-06-02
	<b>WORK INSTRUCTIONS</b>	REVISION NUMBER	1
		PAGE NUMBER	1 of 1
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 July 2023
SUBJECT	<b>How to Monitor the Availability of Equipment</b>		

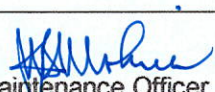

**PERSON RESPONSIBLE:** Maintenance Personnel

**STEPS:**

- 1.0 Require equipment users to accomplish DOST IX-QMS F11, Equipment Monitoring Sheet.
- 2.0 Check for completeness of information. Compute the availability of equipment. Formula for the availability of equipment is:

$$\text{Percentage Available} = \frac{\text{Total number of available days} - \text{Total number of unavailable days}}{\text{Total number of available days}} \times 100$$

- 3.0 Make Monthly Summary Report on the Availability of Equipment.

Prepared by:  Maintenance Officer	Approved by:  Quality Management Representative
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