

	Organization Name:		Document No:	QUXAT/F/111
	Title	Equipment Maintenance – Log Form		Page No: Page 1 of 1

Equipment Name		Equipment ID		
Serial Number		Manufacturer details		
Installation Date		Location of the Equipment		
Date	Description of Maintenance/Calibration process	Maintenance / Calibration performed by	Next Maintenance / Calibration Date	Checked/Review by – Name, Sign & Date

Note: Equipment Maintenance Log form can be attached to the Equipment for ready reference of laboratory staff to take relevant actions as required by the form.

Issue No: 01	Issue Date:	Amend No: 00	Amend Date:	Copy No: 01
Prepared/Issued by:	Quality Manager	Approved by	Director	