General Circular Letter No. - 02-73/2005

My No. D/LS/09/05

Office of the Director General Health Services

"Suwasiripaya"

No. 385, Baddegama Wimalawansa Thero Mw.

Colombo 10

19th May 2005

All

Provincial Secretaries of Health,

Provincial / Deputy Provincial Directors of Health Services,

Directors of Teaching Hospitals,

Heads of Decentralized Units / Specialized Campaigns,

M.SS/D.M. OO of Provincial and Base Hospitals.

<u>**GUIDELINES FOR USE AND MAINTENANCE OF LABORATORY EQUIPMENTS**</u>

It has been observed that in spite of the fact that expensive equipments have been provided to laboratories, they are neither well maintained nor are functional in many hospitals due to various reasons.

As the capital vote is a cumulative fund, assets acquired under this vote should be carefully maintained, to ensure that the maximum benefit would be achieved until the value of the equipment is written off from the capital assets register, after being certified to be no longer functioning. Following guidelines should be strictly adhered and practiced in all institutions with regard to usage and maintenance of laboratory equipment, of which the **value exceeds Sri Lankan rupees 100,000/-** irrespective of whether they are procured or being donated.

Since late there had been many audit queries on high-tech, costly equipment being repaired on state expenses without a justification.

As such the following precautionary steps are being recommended to ensure the safety of laboratory staff and to prevent any audit queries being raised at a latter usage.

1. The equipment must be handed over to an officer in the laboratory (e.g.: - senior MLT) and signature should be obtained.

2. Those that are trained in the use of the machine are held responsible for the smooth functioning of the machine /equipment.

3. The names of responsible officers must be typed and list displayed near the machine.

4. This trained team must be responsible for routine maintenance of equipment.

5. The responsible person must communicate with the maintenance biomedical engineer/ Local Agent, though head of laboratory/ Head of Institute and ensure the routine checks and calibration done by the engineer/ agent.

6. Each item of equipment must have a log book. The maintenance checks repairs, service records and comments must be logged onto the book. All entries should be initialed by the responsible officer and endorsed by the head of laboratory. All consumables received should be entered itemizing the quantity, expiry date & cost, respectively.

7. The automated analyzer need to be housed away from the main laboratory with separate access from outside. This room must be locked and a key kept in the Director's /Medical Superintendent"/ Head of the Institution's room, when the machine is not in use.

8. If there is a functional problem, the engineer/ local agent should be informed in writing though head of laboratory. A copy of the letter and any communication must be noted in the above log book and copies of letters attached.

9. If there is a breakdown due to **negligence** on the part of the technical staff or **sabotage** or the machine made non usable by a willful act of a staff member, then the responsible officer should report this to the Head of Division / Head of the Hospital where Punitive action will be taken as per provisions in the establishment code, and other relevant circulars. Acton should also be taken to get the offender to bear the cost of repairs.

10. An operator log book must be maintained and entries should be made whenever the equipment is over for usage and is being handing back to another officer clearly indicating.

- Name of the officers handing over and taking over
- Date and time of taking over
- Any comments at the time of handing over

Please ensure that all laboratory staff would be informed on this circular.

Please bring the contents of this circular to the notice of all officers concerned in your province/ region/ institution.

Dr. H. A. P. Kahandaliyanage

Director General of Health Services