

EQP: Instruments and Equipment

Introduction This section applies to all equipment used in forensic examinations, such as

- 5.5.1**
- major instruments including associated computer hardware and software
 - microscopes
 - balances
 - pipettes
 - titrators
 - dispensors
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Authorization to use technical equipment The Laboratory Director grants authority for each analyst to use technical equipment in forensic examinations that are relevant to the analyst's discipline or category of testing.

5.5.3 The Laboratory Director's authorization is included on each analyst's *Competency Test Report* or *Annual Proficiency Test Report*.

Use of instruments and equipment Instruments and equipment are intended for official laboratory business only, unless approval from a supervisor is obtained for other uses.

Instruction and maintenance manuals Up to date instructions on the use and maintenance of equipment, including relevant manuals provided by the manufacturer of the equipment, shall be readily available for use by appropriate laboratory personnel.

5.4.1

5.5.3

Use of non-laboratory equipment In cases where an analyst needs to use technical equipment outside the laboratory's permanent control, the analyst and unit supervisor must ensure that the requirements of the laboratory's Management System are met.

5.5.1

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EQP: Instruments and Equipment, Continued

**Equipment
identification**
5.5.4

Whenever practical, instruments and other technical equipment that are significant to the test result must be uniquely identified in the examination records.

**Equipment
records**
*5.5.5
and series*

Records must be maintained for each instrument or other technical equipment item, including software, when it is significant to the test result. Records must include at least the following:

5.5.2

- identification of the instrument or technical equipment and its software
 - manufacturer, type identification, serial number or other unique identification
 - notes stating the equipment demonstrate proper functioning prior to being placed into or returned to service
 - when appropriate, the current location of equipment
 - manufacturer's instructions, if available, or reference to their location
 - dates, results and copies of reports and certificates of all calibrations, adjustments, acceptance criteria and the due date of next calibration
 - maintenance plan, if appropriate, and maintenance carried out to date
 - any damage, malfunction, modification, or repair to the equipment
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