



**IARE**

**INSTITUTE OF  
AERONAUTICAL ENGINEERING**

**STANDARD OPERATING PROCEDURE  
FOR  
LABORATORY MAINTENANCE**

# STANDARD OPERATING PROCEDURE FOR LABORATORY MAINTENANCE

## Objective:

The procedure is to establish a controlled method for Inspection / calibration, Maintaining and Upgrading Teaching, Analysis and Research equipment.

## Responsibility:

- Head of Department
- Lab coordinator.
- Teaching Assistant(s).
- Lab technician(s).

## Procedure:

S. No	Activities	Responsibility	Target Dates/Days
1	Maintain the teaching equipment inventory list and calibration schedule and to verify calibrations / performance checks in each laboratory.	Teaching Assistant(s)	Two weeks before commencement of Odd / Even semester
2	Maintain the analytical equipment inventory list and calibration schedule and to verify calibrations / performance checks in each laboratory.	Lab technician(s)	Two weeks before commencement of Odd / Even semester
3	Teaching equipment that have a local sponsor should have an Annual Maintenance Contract (AMC) from the authorized local sponsor. The AMC shall be revised and renewed yearly.	Teaching assistants and Lab Co-coordinators.	Two weeks before commencement of Odd / Even semester
4	The "Equipment Calibration / Maintenance log" has to be filled and signed and kept in file in HoD office	Lab coordinators and HoDs	One month before commencement of Odd / Even semester
5	A copy of the teaching equipment manual shall be kept in soft and/or hard copy in the lab	Lab-Coordinator, Teaching assistant(s)	Two weeks before commencement of Odd / Even semester
6	A sticker with "Calibrated on dd/mm/yy" shall be pasted on the equipment.	Lab technician(s)	Two weeks before commencement of Odd / Even semester
7	Check if there is a software program that provides added enhancements over an earlier version and/or replacing a hardware device with that one provides greater performance than an earlier model,	Teaching assistant(s) Lab Coordinator and HoD	Two weeks before commencement of Odd / Even semester
8	Providing a list of the required lab tools that will be used in the next academic year, in order to get them before the due date.	Teaching assistant(s) and /or lab technician(s), HOD	Two weeks before commencement of Odd / Even semester
9	Maintain the research equipment inventory list and calibration schedule and to verify calibrations / performance checks in each laboratory.	HOD	One month before commencement of Odd / Even semester

10	Unused or out of performance equipment should be marked with a sticker that the equipment "Out of service and not to use".	Lab technician(s)	One month before commencement of Odd / Even semester
11	Proper forms like equipment list has to be maintained for conducting labs both inter and intra department.	Lab technician(s) and Lab coordinator.	Every working day
12	Housekeeping register has to be maintained for laboratories.	Lab technician(s) and Lab Coordinator.	Every working day