



Noguchi Memorial Institute for Medical Research Institutional Policy

Number : Mgt-038-1.0

Title : Equipment Management Policy

Department : All Departments

**This Policy supersedes: None or older versions
Draft, Photocopied, and Obsolete versions of this document are not to be used.**

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Table of Contents

1. Introduction..... 3

2. Definitions..... 3

3. Purpose..... 3

4. Responsibility 3

5. Equipment Management Team: 4

6. Staff:..... 4

7. Policy statements..... 4

7.1 Equipment Acquisition..... 5

7.2 Procurement of Equipment 5

7.3 Other acquisitions..... 5

7.4 Evaluation of equipment..... 6

7.5 Physical Inventory 6

7.6 Equipment Use..... 6

7.7 Personnel 6

7.8 Repair and Maintenance Service 6

7.9 Calibration, Verification and Validation..... 6

7.10 Disposal of Obsolete Equipment 6

7.11 Equipment Labelling..... 7

7.12 Health and Safety 7

7.13 Measurement Traceability..... 7

8 Attachments..... 7

9 Related documents 7

10 References..... 7

11 Approval Page 8

12. Policy Revision History..... 8

1. Introduction

The Noguchi Memorial Institute for Medical Research (NMIMR) is endowed with a state-of-the-art infrastructure. Thus, a policy to guide equipment management is crucial for ensuring that the Institute sustains a robust equipment infrastructure to support its mandate. This is also essential for the effective execution of the NMIMR quality management system and the maintenance of relevant accreditations or certifications. This policy defines the procedures and responsibilities related to the acquisition, usage, maintenance, and disposal of the Institute's equipment.

2. Definitions

Equipment is defined in this policy as any movable property or a device for a particular purpose.

3. Purpose

To ensure the Institute has a functional equipment infrastructure that supports research, teaching, biomedical services rendered at the Institute.

This policy covers:

All equipment belonging to the Noguchi Memorial Institute for Medical Research, University of Ghana (NMIMR, UG,).

4. Responsibility

4.1 The Director of the Institute

The Director of the Institute shall:

- a. Oversee all the equipment management systems in the Institute.

4.2 Institutional Quality Office (IQO):

The Institutional Quality Manager shall:

- a. Support the evaluation of equipment management policies, processes, and procedures.
- b. Provide administrative support for documentation and record keeping

4.3 Facility Management Unit:

The Facility Management Unit shall:

- a. Provide technical guidance for the acquisition and installation of equipment.
- b. Coordinate equipment management.
- c. Receive equipment performance reports.
- d. Execute processes that include preventive maintenance procedures and provision for inventory, troubleshooting, and repair of equipment.

5. Equipment Management Team:

The Equipment Management Team shall comprise all department equipment officers, representatives from the facility management unit, facility manager. The team shall:

- a. Support the development and review of equipment management related policies, processes, and procedures.
- b. Provide technical guidance for equipment management. This includes equipment selection, acquisition, verification, training, installation, and decommissioning.
- c. Monitor implementation of equipment management processes and procedures.
- d. Train staff on the use of equipment

6. Staff:

Staff shall:

- a. Demonstrate competency for the use of assigned equipment.
- b. Generate and maintain equipment records.

7. Policy statements

- a. Equipment is defined in this policy as any movable property or a device for a particular purpose. Items that become component parts used with or permanently connected to an existing piece of equipment are also covered in this policy.
- b. Ownership of all equipment shall reside with the Institute, while custody, control, and usage are the responsibility of each Department/assigned personnel. Department/Unit heads are responsible for the proper use, maintenance, and protection of all equipment.

- c. Movement of equipment within and between departments in the Institute must be coordinated by the Heads of Department (HoDs) and the Facility Management Unit, with the appropriate documentation.
- d. Procurement of equipment must follow the national, University and institutional guidelines.

7.1 Equipment Acquisition

Major means by which equipment are acquired include:

- Institutional procurement.
- Project procurement and collaborations.
- Donations.
- Lease.

7.2 Procurement of Equipment

All equipment shall be purchased in accordance with National and University procurement procedures. Any equipment purchase request submitted to the Director for approval must include the following information regarding the equipment to be purchased.

- Description of the equipment.
- Justification of the need for the equipment.
- Any known alternatives to the equipment proposed.
- Estimated cost and source of funding.
- The proposed installation location approved by the HoD and Facility Management Unit

7.3 Other acquisitions

Procedures for other acquisitions including interdepartmental transfers, transfers in/from other institutions (Collaborations), donated equipment will be guided by the Facility Management Unit.

7.4 Evaluation of equipment

In the event a manufacturer sends an equipment to the Institute for evaluation, such equipment will be inventoried as such, and returned post evaluation based on the initial agreement.

7.5 Physical Inventory

- a. The Department/unit must keep a comprehensive list of all equipment in the laboratories and offices.
- b. Annually, all equipment as defined in this policy must be inventoried by the Department/Unit responsible. Departments/Units are required to promptly report to the maintenance unit, Head of Department, and the Department Quality Officer.

7.6 Equipment Use

All equipment must be used only for the purpose for which they were procured.

7.7 Personnel

All personnel must be trained on the use of equipment before being allowed to work with them.

7.8 Repair and Maintenance Service

- a. The Facility Management Unit of the Institute is primarily responsible for the maintenance of all equipment.
- b. Under no circumstances whatsoever should an external service provider be engaged to maintain equipment without the explicit approval of the Head, FMU and the Head of IT, for IT equipment.

7.9 Calibration, Verification and Validation

The Department/unit shall have a calibration, verification and validation plan, according to the manufacturer's protocol

7.10 Disposal of Obsolete Equipment

- a. Laboratory equipment determined by the department/unit to be obsolete and therefore must be removed from the laboratory must first be appropriately cleaned and/or decontaminated

by the releasing department/unit. The Safety Office will inspect the equipment (refer to SOP on decontamination for guidelines).

- b. The Institute's Board of Survey will be responsible for the removal of the equipment and for its disposal according to the University of Ghana regulations.

7.11 Equipment Labelling

Equipment must be labelled according to the Institutional guidelines and SOPs.

7.12 Health and Safety

The NMIMR, UG will take all reasonable steps to ensure the health and safety of all employees, and other designated personnel, who use, maintain and/or are otherwise affected by working with equipment.

7.13 Measurement Traceability

The Institute shall ensure all measuring equipment are calibrated or verified, or both, at specified intervals, or prior to use, against measurement standards traceable to national or international measurement standards, when national standards do not exist.

8 Attachments

N/A

9 Related documents

- Risk Management Policy
- Personnel management policy
- Information security policy
- Research Ethics policy
- Scientific misconduct policy
- Communications policy

10 References

N/A

11 Approval Page

Approved by Director

Name: Prof. Dorothy Yeboah-Manu

Signature:  _____

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12. Policy Revision History

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