



EUBIS

EU-SOP

Standard Operating Procedure (SOP)

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Scope: Institution / Department (Name the department or unit issuing the SOP)

**Standard Equipment Procedure (EP):
EU-SOP-EP-001/Version 1.0**

Title: **SOP format to describe the function and maintenance of equipment**

Valid from: Effective date.
Expiry date.
A document control procedure must be established to guarantee a regular review of documents and to keep the history of documents (previous versions).

Replaces Version: Document-Code and Document-Version

Changes:

- Please describe/list the relevant changes that have been made in comparison to the previous version of the document
- Reasons for changes

Inventory Equipment Number: EP-xx-yy/Number

Distributor: Original: Quality management office

Copy-Identification Number
(Example): 1, 2, 3 etc.

the use of electronic copies is optional

Written by:

Reviewed and authorised by:

Date:

Date:

Name of person(s)

Name of person(s)



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Scope: Institution / Department (Name the department or unit issuing the SOP)

1. Name and Type of Equipment

2. Manufacturer and Address

3. Serial Number

4. Inventory Equipment Number

5. Location / Room (Premises)

6. Construction Year

7. Purchase Date

8. Installation Protocol and Training of Personnel by Manufacturer

9. Delivery Condition

10. Service

11. Service Contract (Emergency Failure Service)

12. Responsible Person(s)

13. Principle of Function

14. Measuring Principle

File Name: EU-SOP-EP-001_V01-Equipment Procedure(EP)



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Scope: Institution / Department (Name the department or unit issuing the SOP)

15. Measuring Range

16. Precision

17. Calibration and Adjustability

18. Operation Instruction

19. Maintenance Instructions (internal/external)

20. Procedures for Non Conformance

21. Documentation (Equipment Log Book)

22. Validation (Qualification)

23. References / Annex