



22 January 2020

**MEMORANDUM CIRCULAR NO. 10**  
**Series of 2020**

**T O: All Unit/Department Heads and Research Center Directors**

**R E: Maintenance/Calibration of University Facilities and Laboratory Equipment**

In preparation for the upcoming **Stage 2 ISO 9001 External Audit on Feb 19-20, 2020**, you are hereby reminded to complete all preparations related to the maintenance of University facilities, as well as the maintenance and calibration of laboratory equipment. For guidance of all concern, please review the procedures PM-GSD-01 to 04, as well as GL-GSD-01-04.

The Preventive and Corrective Maintenance Procedures of Facilities (buildings and structures) and Equipment (vehicles, machinery) is one of the responsibilities of the **General Services Division**. To help GSD comply with this requirement, these are the activities that must be performed and completed prior to the audit:

1. Prepare a 2020 master list of all buildings, structures, vehicles and machinery that are in use, or still to be used, in the day-to-day operation of the university. The master list of facilities must be separate from the master list of vehicles and master list of equipment.
2. Prepare a separate master list of all office/"non-lab" equipment such as aircons, computers, printers, refs, fans and others.
3. Prepare 2020 maintenance plan for each master list. Make sure that the maintenance plan is realistic and doable. During the subsequent internal audits, if several lapses in the implementation of the maintenance plan are detected, that would constitute a major non-conformity.
4. Integrate the maintenance and calibration plan for lab equipment from the different units into a university-wide maintenance and calibration program.
5. Review and update the organizational structure of the GSD maintenance team and calibration team. This must be visibly posted in the areas of work. Each team member must have a clear understanding of his duties and responsibilities, and must be provided a copy of his duties and responsibilities and the procedures.
6. All 2019 maintenance plans and calibration plans must be closed out.
7. All completed activities indicated in the maintenance plan and calibration plan must have the corresponding record (e.g. filled-out/signed checklist or form).
8. Records for all maintenance, repair and calibration activities must be complete and readily available if asked for by the auditor.
9. Prepare an updated list of external service providers involved in the maintenance and repair of facilities and vehicle. A review of the 2019 performance of these service providers must be available.

Moreover, since the scope of our ISO certification was revised to specifically include VSU's research function, all laboratories in all research centers need to comply with the ISO

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requirements on equipment maintenance and calibration. Thus **all laboratories (in Research Centers and in Academic Departments)**, need to do the following:

1. Prepare a 2020 master list of all lab equipment being used, or still to be used, in the day-to-day operation of the lab.
2. Prepare a 2020 equipment maintenance plan and calibration plan. Submit copies to GSD for file, and for integration into a University-wide maintenance and calibration plan.
3. Coordinate and plan with GSD on calibration activities that need to be done by third parties, or by external calibrating bodies.
4. All 2019 equipment maintenance plans and calibration plans must be closed out. All completed activities indicated in the maintenance plan and calibration plan must have the corresponding records (e.g. filled-out/signed) checklists or forms.
5. Records for all maintenance, repair, and calibration activities must be complete, and readily available if asked for by the auditor.

Everyone involved is enjoined to have some mastery of the maintenance and calibration procedures. The use of forms not registered at the QAC will constitute a non-compliance.

All unit heads are required to submit a status report of all the items detailed above to the Office of the President by January 30, 2020.

For your compliance and appropriate action.

  
**EDGARDO E. TULIN**  
President

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