



THAI BINH PROVINCIAL PEOPLE'S COMMITTEE
THAI BINH MEDICAL COLLEGE

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MANAGEMENT PROCESS
EQUIPMENT REPAIR AND MAINTENANCE

Encryption : QT 01/TCHC :
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I. PURPOSE AND SCOPE OF APPLICATION

1. Purpose:

A unified regulation on the management, repair, and maintenance methods for equipment currently in use at the school is in place. This ensures that all equipment in the school functions properly to effectively support the training process.

2. Scope of application

This procedure applies to all equipment and machinery currently in use in the departments under the School's jurisdiction.

II. DEFINITIONS AND ABBREVIATIONS

1. Definition:

- Regular maintenance: Perform maintenance as recommended by the manufacturer, according to the usage time and average usage level.
- Emergency repairs: Machinery and equipment in operation must be stopped for repairs due to a malfunction.

2. Abbreviations:

QT	Procedure
KHTC	KHTC
TB	Device
TCHC	Organization-Administration

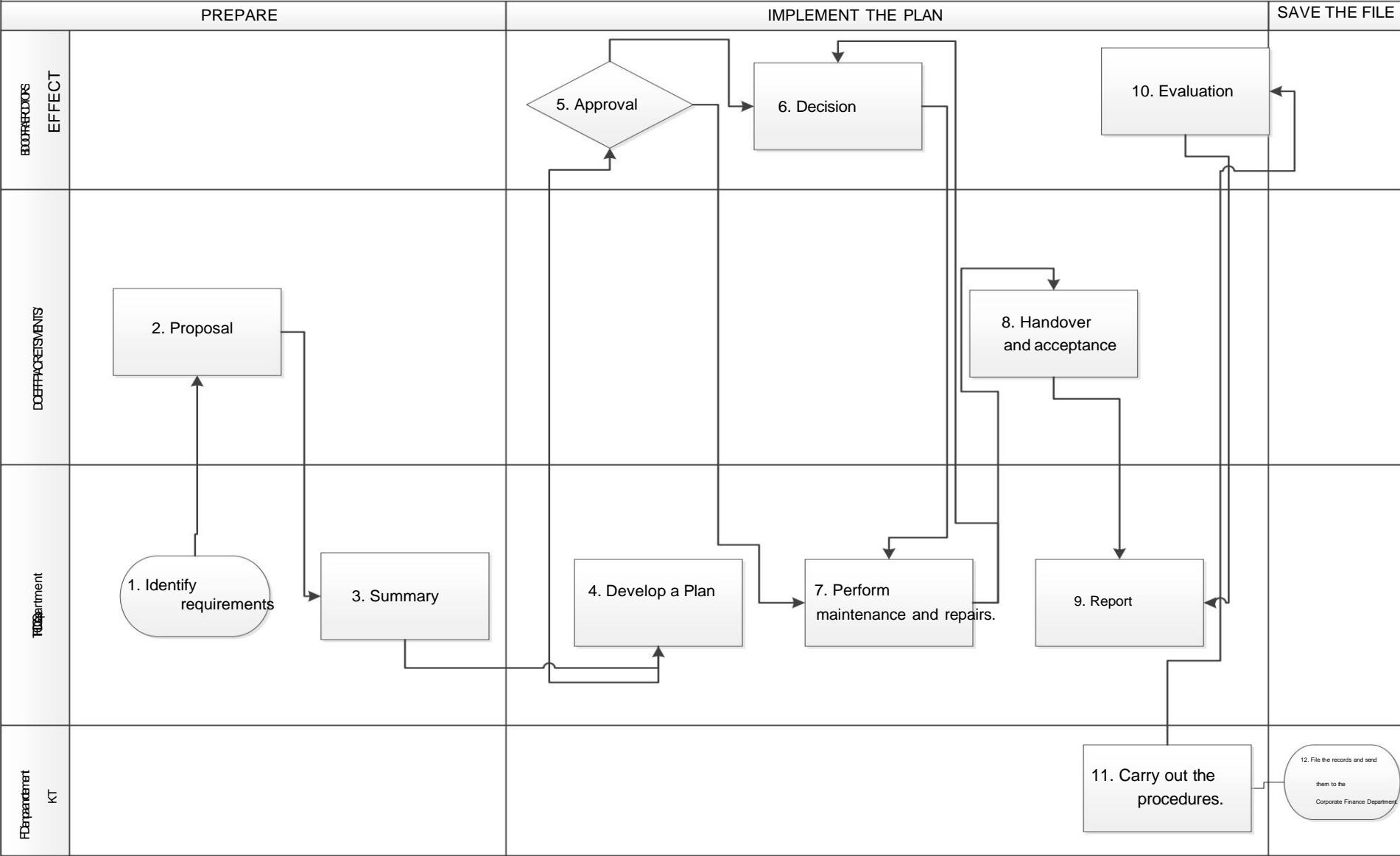
III. FLOWCHART (See page 2)

IV. SPECIFICATIONS (See pages 3-5)

V. ACCOMPANYING FORMS/INSTRUCTIONS

TT	Form/Document Name	Symbol
	1. Proposal for equipment maintenance and repair.	QT01/TCHC/BM01
	2. Equipment maintenance and repair plan	QT01/TCHC/BM02
	3. Equipment maintenance and repair report	QT01/TCHC/BM03

PROCEDURES FOR MANAGING, REPAIRING, AND MAINTAINING EQUIPMENT



SPECIFICATIONS FOR ANNUAL EQUIPMENT REPAIR AND MAINTENANCE MANAGEMENT PROCESS

No.	Job step name	Content	Department/person responsible	Department/ person in charge of implementation	Results achieved	Form
1	Identify requirements	Assess the current situation Determine the basis and requirements for scheduled and unscheduled repair and maintenance of the equipment.	Room TC-HC	The department/ward	Identify the repair requirements. Repair and maintenance of equipment	
2	Proposals	Proposed periodic maintenance and repair of equipment and unexpectedly	Departments/Divisions: Administration and Human Resources Department		Maintenance recommendations, periodic equipment repair and unexpectedly	QT01/TCHC/ BM01
3	Synthetic	Summary of maintenance and repair recommendations	Administration and Finance Department		The maintenance schedule has been compiled and recommended. repair	
4	Develop a plan plan	Develop a maintenance and repair plan. TB	Administration and Finance Department		Develop a plan. maintenance, repair TB	QT01/TCHC/ BM02
5	Approvals	Review the Equipment Maintenance and Repair Plan	Principal	Board of Directors	Protection plan Maintenance and repair of cells approved	
6	Decision on the implementing unit	Decision/designation of the unit to perform maintenance and repair of equipment.	Principal	Board of Directors	Decision/Appointment insurance implementing unit Maintenance and repair of cells	
7	Perform maintenance and repairs.	Perform maintenance and repair of equipment.	The unit that decides/is assigned	TC- Department HC-QT, the	Implement protection	

	TB		predetermined	Department for maintenance and repair of medical equipment		
8	Handover and acceptance	The equipment has been handed over for acceptance testing and put into use.	Administration and Finance Department, Planning and Finance Department	Departments/Divisions	The equipment has been delivered. acceptance	
9	Reports	Report on maintenance and repair results of	Administration and Finance Department	Departments/Divisions	Report on insurance results Maintenance, repair.	QT01/TCHC/ BM03
10	Reviews	equipment. If the equipment is still usable, proceed with payment procedures and file records. If the TB is no longer in use If it's no longer needed, then liquidation should be carried out.	Board of Directors	TC- Department HC, room KH-TC	Assessment of the average level after maintenance Maintenance, repair.	
11	Carry out the relevant procedures.	Perform procedures related to equipment maintenance and repair, such as: payment processing, updating maintenance and repair tracking information, etc.	Planning and Finance Department	Administration and Human Resources Department, various departments/divisions	Complete the procedures related to maintenance, repair TB such as: Payment, Update information maintenance monitoring, repair...	
12	End/Save record	Maintain records as required.	Administration and Finance Department, Planning and Finance Department	Departments/Divisions		

