KES

Management Standard of Instrument History

KES T – B401

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1. Purpose

This standard shall specify the history management of instruments to manage them efficiently by making out the history cards of all the instruments that are used in P/T test and keeping recordings.

2. Scope of Application

This standard shall be applicable for all the instruments that are used in P/T test.

3. Meaning of Terms.

(1) Instrument history card : The sheet in which the name of instrument, model name, serial number, manufacturer, date of purchase and etc. are recorded.

(2) Instrument history : Things that have been changed about instruments like repairing, calibration and etc.

4. History Affairs Formation

(1) Instrument history management

(2) Recording instrument history card

(3) Recording instrument history card

5. Affairs Dealing Method

See the extra table1

6. History Management Affairs Dealing Flow

See the extra table2

7. Affairs Dealing Flow on Troubles

Follow the dealing regulation on troubles.

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Extra table1

<table>
<tr><th>Classification / Step</th><th>Affairs dealing method and procedure</th><th>Related sheet and card</th><th>Related department</th><th>Final signature</th><th>Remark</th></tr>
<tr><td>1. Instrument history management method</td><td>1) Classify the instrument history card according to the kinds of bench according as the method by which the name of test room is given, and subdivide the public equipment management room, the calibration room, the parts measuring room according to the use of it

2)The instrument history cards are
<table>
<tr><th>No</th><th colspan="2">Items</th></tr>
<tr><td>1</td><td>Eng. Dy. equipment</td><td>- Eng. Dy. room
- Environmental test room</td></tr>
<tr><td>2</td><td>EM. test equipment</td><td>- CH/DY equipment
- Shed equipment
- MACD equipment</td></tr>
<tr><td>3</td><td>Parts measuring instrument</td><td></td></tr>
<tr><td>4</td><td>Public measuring instrument</td><td></td></tr>
<tr><td>5</td><td>Calibration equipment</td><td></td></tr>
<tr><td>6</td><td>The others</td><td>- Parts test equipment
- Production equipment
- Carriage equipment
- Assemble, consolidation, taking apart equipment</td></tr>
<tr><td colspan="3">classified into 6 items as above</td></tr>
</table></td><td>* See the method by which test room name is given</td><td></td><td></td><td></td></tr>
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<table>
<tr><th>Classification / Step</th><th>Affairs dealing method and procedure</th><th>Related sheet and card</th><th>Related department</th><th>Final signature</th><th>Remark</th></tr>
<tr><td></td><td>3) Recording the history card follows the instrument history card recording method under supervision of the engineer in charge.
4) After making out the instrument history card, record management number, model, serial number, manufacturer, date of purchase, usage, and etc. on the possessing catalogue and keep it in clause 2).
5) If there are any change in instrument history, the engineer in charge should record it according to the instrument history recording method.
6) The report about the history should be kept after classifying into 6 files as presented in clause 2)
7) Assign an number to the report.
<table><tr><td></td><td>P</td><td>T</td><td>T</td><td>C</td><td>1</td><td>8</td><td>B</td><td>0</td><td>1</td><td>0</td><td>1</td><td>0</td><td>3</td><td>1</td><td>1</td><td></td></tr></table>i) PTT : P/T test team
ii) C : Inspection and calibration,
T : Trouble shooting
iii) 1 : Charge code
iv) 8 : The mark of year
v) B01-01 : Instrument history number</td><td>See the instrument history card
See the instrument history recording method</td><td></td><td>Manager
Manager
Super-visor</td><td></td></tr>
</table>

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Classification / Step	Affairs dealing method and procedure	Related sheet and card	Related department	Final signature	Remark
	vi) 03 : The mark of month vii) 11 : The mark of date 8) After assigning No. to report, record the report No., equipment name, history, file No. on the list Catalogue, and follow clause 6)	* History list M5-03-03		Super-visor	
2.Instrument history recording method	1) The engineer in charge should take pictures of equipment after introducing 2) Record the name of instrument, model, serial number, weight, size, usage, power in use, measuring range, manufacturer, agent, production date with reference to manual and the label of instrument, and record the operating date. 3) Record property code after finding it out from equipment investment project planning report. 4) Attach photo. 5) Make an installation completion report with attaching all the data before the installation is finished. 6) Assign management No. to it.	* Instrument card "appending1" M5-03-01		Manager	

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