

**Internal Audit: Laboratory Checklist - Instrumentation / Equipment**

Unit &amp; Room if Multiple locations: \_\_\_\_\_

Logbooks may be paper or electronic.

Instrument/Equipment ID	Logbook up to date Y / N	Status of Equipment Clear Y / N	Preventative Maintenance / Calibration per schedule Y / N	Are there Notations related to: condition /regular maintenance/other checks (if appropriate)	Clear who performed work Y /N	Documentation of external service performed Y / N	Date of check / initials of auditor

**Logbooks Contain (where appropriate)**

Instrument/Equipment ID	Notation of why taken out of service	Notation of correction/work performed to put back in service	Other Notes: (Describe)	Date of check / initials of auditor