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July 10, 2018

INVENTORY

The Technical Support Staff will maintain an inventory of all major sampling, testing, calibration and verification equipment covered by the Quality System Manual. The inventory shall include the name, date received, date in service, manufacturer, model number, serial number and condition when received for each piece of major equipment. A copy of the inventory list shall be provided to the Quality System Manager when updated or at least annually. The Laboratory Supervisor/Senior Technician shall maintain a file for manufacturer's instruction manual for each piece of major equipment.