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May 1st, 2017

INVENTORY

An inventory of all major sampling, testing, calibration and verification equipment covered by the Quality System Manual will be maintained by the Technical Support Branch. 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.