Revision History

Rev. No.	Originator	Details of Revision	Revision Date	Effectivity Date
00	DANIEL A. BACHILLAR	Original Issue	April 26, 2019	April 29, 2019

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DATE: APR 29 2019

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1.0 OBJECTIVE

To create and preserve a documented system regarding the repair of the equipment in the Computer, Hardware and Networking Laboratory.

2.0 SCOPE

This procedure applies to all students and faculty in the university that uses and utilize the laboratories in the College of Communication and Information Technology.

3.0 REFERENCES

Computer Laboratory Manual
Digital Electronics Laboratory Manual

4.0 DEFINITION OF TERMS

Dean – An administrative officer in-charge of a college, faculty or division in a university that supervises the enforcement of rules.

ERR (Equipment Repair Request) Form – A form used for the request of repairing fault or error on the IT and electronic equipment.

Equipment Track Record (ETR) Form – A form used to log all details regarding the process and actions made for a particular equipment.

IT/Electronic Equipment – Refers to the physical resources under the Information Technology and Computer Engineering in particulars.

Laboratory Custodian/Technician – A non-teaching personnel who was assigned to maintain the laboratories.

RRD (Request for Replacement and Disposal) Form – A form used for the request of replacement of unrepairable equipment or its devices and disposal of such.

Supply Office – An office in the university that receives, stores and distributes materials and equipment according to the needs of the college and other offices.

Troubleshooting - Refers to checking or identifying specific cause of error or malfunction.

5.0 PROCEDURES

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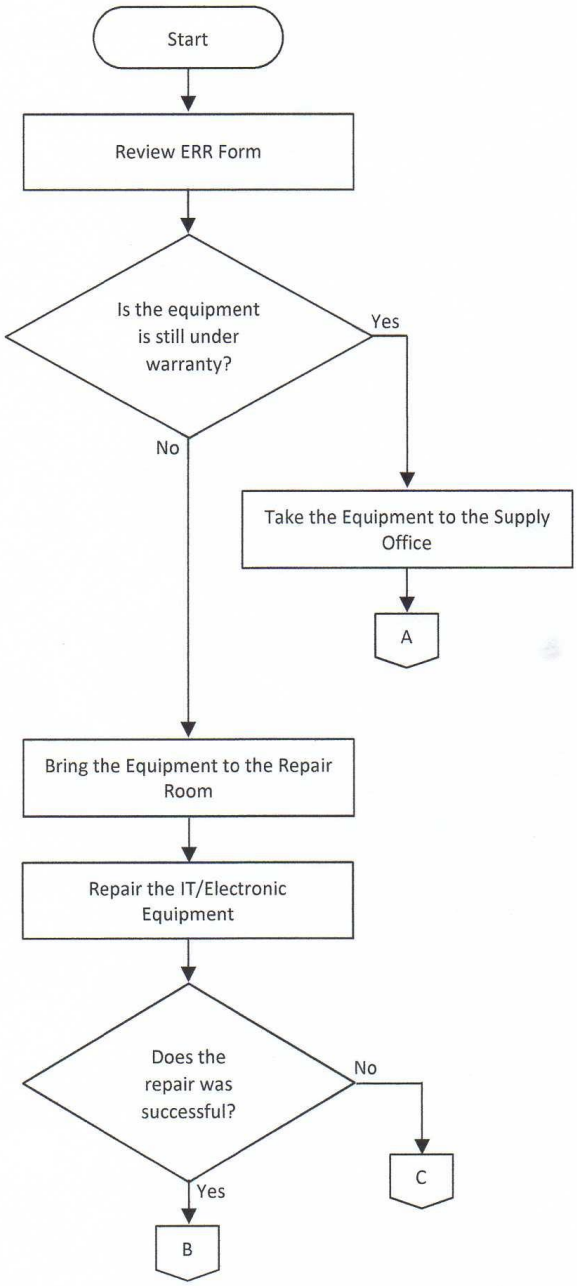
Flowchart	Responsible	Details/Process
	Laboratory Custodian/ Technician	Check the details of the IT/Electronic Equipment specifically with the part(s) to be repaired.
	Laboratory Custodian/ Technician, Dean, Supply Office	If the equipment is still on its warranty, immediately take the equipment to the Supply Office to inform its seller/manufacturer.
	Laboratory Custodian/ Technician	Otherwise, bring the IT/Electronic Equipment to the Repair Room, start troubleshooting and apply necessary action(s).
	Laboratory Custodian/ Technician	Once the repair was done, verify whether the repair of the equipment or its parts and devices was successful.

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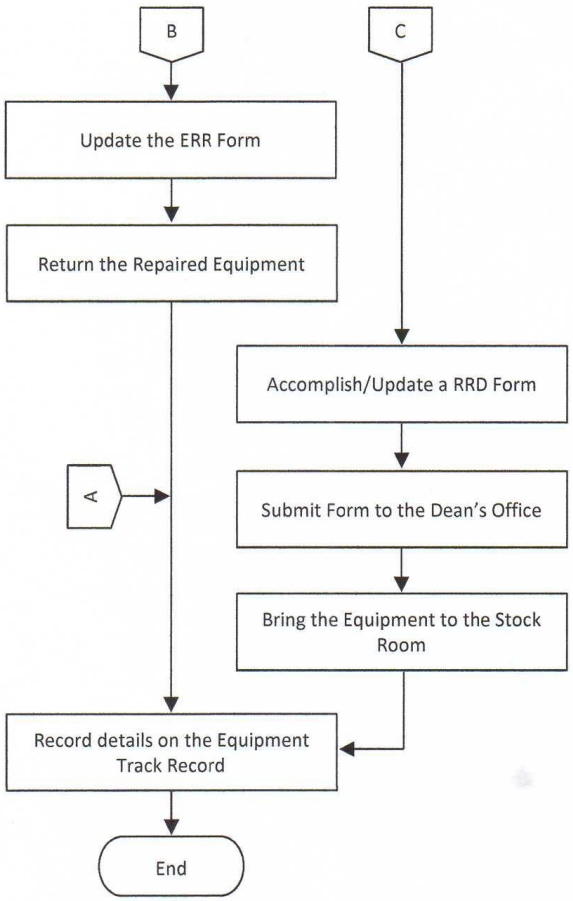

Laboratory Custodian/ Technician	If yes, update the CRR Form and had it signed by the Dean. Then clean the equipment and return it to its proper place.
Laboratory Custodian/ Technician, Dean	If not, fill-up a RRD Form and submit it to the Dean's Office to apply necessary action(s) for procurement, replacement or disposal of such. Afterwards, bring the damaged equipment to the Stock Room for safekeeping.
Laboratory Custodian/ Technician	Update the Equipment Track Record of the Equipment to log the details regarding the repair made.

6.0 ATTACHMENT/FORMS

- **ERR Form**
- **ETR Form**
- **RRD Form**

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