

大型、精密仪器设备使用管理记录

 仪器设备名称

 档案号 案卷顺序号

 使用单位

 专 管 人

使用日期 年 月 日至 年 月 止

国有资产与实验室管理处印制

**使 用 须 知**

 1.本档案是长期保管的科技档案材料，必须用钢笔（切勿用铅笔）填写，要求字迹清晰，书写整齐。

 2.使用保管单位应按各项要求认真填写，并指定专人负责保管。

 3.若此仪器设备移交时，应严格执行移交手续，本档案一定要随同仪器设备移交接管人。

 4.领用新本子时必须将旧本子同时上交归档。

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**大型、精密仪器设备管理使用规则**

 一、凡现价在十万元以上的仪器设备且性能良好者均列为大型、精密仪器设备，按照《常州大学大型仪器设备共享使用管理办法》进行管理。学校有权对大型、精密仪器设备组织共用或统一调拨。

 二、大型、精密仪器设备到货后必须及时开箱，立即投入验收和使用，使用部门必须及时认真填写技术档案，对随机资料必须妥善保管，及时入档，不得遗失。

 三、使用部门必须指定经过专门培训的专职技术人员负责管理，拟定操作规程，填写使用及维修记录就，校主管部门定期检查使用情况。

 四、建立定期检查和维修制度，严防事故发生。若发现故障和损坏时应及时报告，查明原因，及时处理，不得擅自拆改仪器设备。

 五、大力加强仪器设备的开发和使用，充分提高利用率和经济效益。

 六、非经实验室主任批准和专职技术人员的指导和考核，任何人不得擅自使用仪器设备，违者应给与批评教育，若因人为因素造成的安全责任事故所引起仪器设备损坏丢失的，除依据《常州大学仪器设备损坏丢失赔偿办法》进行经济赔偿外，还将依据《常州大学实验室安全责任追究办法》对事故责任人和相关人员追究相应的责任。

 七、大型、精密仪器设备的调出、更新和报废，需经主管部门批准，由学校统一办理。

**常 州 大 学**

**二○一九年十一月**

**一、仪 器 设 备 概 况**

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| **仪器名称** | **中 文** |  |
| **外 文** |  |
| **档 案 号** |  | **案卷顺序号** |  |
| **部编品目号** |  | **合 同 号** |  |
| **价 格 ￥** |  | **交 货 时间** |  |
| **国 别** |  | **厂 商** |  |
| **型 号** |  | **安 装 地 点** |  |
| **使 用 单 位** |  |
| **管 理 人** |  |
| **主****要****技****术****指****标****及****用****途** |  |

**二、成 套 配 件 一 览 表**

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| **编 号** | **名 称** | **规 格** | **数 量** | **备 注** |
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**三、仪 器 资 料 登 记**

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**四、验 收 安 装 登 记**

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| **到货日期** |  | **验收日期** |  | **地 点** |  |
| **验 收 人** |  | **专职管理人** |  |
| **验****收****安****装****情****况****记****录** |  |

**五、操 作 规 程**

**六、仪 器 移 交 记 录**

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| **日 期** | **事 项** | **移交人** | **接收人** | **备 注** |
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**七、教 学 / 科 研 使 用 记 录**

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| **日期** | **使用单位** | **实验课题/样品名称** | **样品数量/件** | **使用机时** | **使用情况** | **指导教师** | **实际操作人** | **测试费用/元** | **备注** |
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**七、教 学 / 科 研 使 用 记 录**

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**七、教 学 / 科 研 使 用 记 录**

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**七、教 学 / 科 研 使 用 记 录**

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**七、教 学 / 科 研 使 用 记 录**

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| **日期** | **使用单位** | **实验课题/样品名称** | **样品数量/件** | **使用机时** | **使用情况** | **指导教师** | **实际操作人** | **测试费用/元** | **备注** |
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**七、教 学 / 科 研 使 用 记 录**

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**七、教 学 / 科 研 使 用 记 录**

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**七、教 学 / 科 研 使 用 记 录**

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**七、教 学 / 科 研 使 用 记 录**

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**七、教 学 / 科 研 使 用 记 录**

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| **合 计** |  |  |  |  |  |  |  |  |  |

**八、对 外 服 务 记 录**

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| **日 期** | **服 务 单 位** | **测试项目** | **样品数量/件** | **使用机时** | **使用情况** | **送样人** | **实际操作人** | **测试费用/元** | **备注** |
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| **合计** |  |  |  |  |  |  |  |  |  |

**八、对 外 服 务 记 录**

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| **日 期** | **服 务 单 位** | **测试项目** | **样品数量/件** | **使用机时** | **使用情况** | **送样人** | **实际操作人** | **测试费用/元** | **备注** |
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| **合计** |  |  |  |  |  |  |  |  |  |

**八、对 外 服 务 记 录**

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| **日 期** | **服 务 单 位** | **测试项目** | **样品数量/件** | **使用机时** | **使用情况** | **送样人** | **实际操作人** | **测试费用/元** | **备注** |
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| **合计** |  |  |  |  |  |  |  |  |  |

**八、对 外 服 务 记 录**

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| **合计** |  |  |  |  |  |  |  |  |  |

**八、对 外 服 务 记 录**

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| **日 期** | **服 务 单 位** | **测试项目** | **样品数量/件** | **使用机时** | **使用情况** | **送样人** | **实际操作人** | **测试费用/元** | **备注** |
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| **合计** |  |  |  |  |  |  |  |  |  |

**八、对 外 服 务 记 录**

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| **日 期** | **服 务 单 位** | **测试项目** | **样品数量/件** | **使用机时** | **使用情况** | **送样人** | **实际操作人** | **测试费用/元** | **备注** |
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| **合计** |  |  |  |  |  |  |  |  |  |

**八、对 外 服 务 记 录**

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**八、对 外 服 务 记 录**

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**八、对 外 服 务 记 录**

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| **合计** |  |  |  |  |  |  |  |  |  |

**八、对 外 服 务 记 录**

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| **日 期** | **服 务 单 位** | **测试项目** | **样品数量/件** | **使用机时** | **使用情况** | **送样人** | **实际操作人** | **测试费用/元** | **备注** |
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| **合计** |  |  |  |  |  |  |  |  |  |

**八、对 外 服 务 记 录**

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| **日 期** | **服 务 单 位** | **测试项目** | **样品数量/件** | **使用机时** | **使用情况** | **送样人** | **实际操作人** | **测试费用/元** | **备注** |
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| **合计** |  |  |  |  |  |  |  |  |  |

**八、对 外 服 务 记 录**

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| **日 期** | **服 务 单 位** | **测试项目** | **样品数量/件** | **使用机时** | **使用情况** | **送样人** | **实际操作人** | **测试费用/元** | **备注** |
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| **合计** |  |  |  |  |  |  |  |  |  |

**八、对 外 服 务 记 录**

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| **日 期** | **服 务 单 位** | **测试项目** | **样品数量/件** | **使用机时** | **使用情况** | **送样人** | **实际操作人** | **测试费用/元** | **备注** |
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| **合计** |  |  |  |  |  |  |  |  |  |

**八、对 外 服 务 记 录**

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| **日 期** | **服 务 单 位** | **测试项目** | **样品数量/件** | **使用机时** | **使用情况** | **送样人** | **实际操作人** | **测试费用/元** | **备注** |
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| **合计** |  |  |  |  |  |  |  |  |  |

**八、对 外 服 务 记 录**

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| **日 期** | **服 务 单 位** | **测试项目** | **样品数量/件** | **使用机时** | **使用情况** | **送样人** | **实际操作人** | **测试费用/元** | **备注** |
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| **合计** |  |  |  |  |  |  |  |  |  |

**九、易 涉 密 设 备 来 访 登 记 表**

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| **参访日期** | **来访人员** | **来访目的** | **访问何人** | **参访区域** | **进入时间** | **离开时间** | **部门领导审批（同意/不同意）** | **备注** |
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**十、定 期 维 护 检 查 登 记**

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| **日 期** | **维 护 检 查 内 容** | **维护人** | **技术负责人** |
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**十一、损 坏 登 记**

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| **日 期** | **损 坏 部 位 及 原 因** | **当事人** | **主管部门意见** |
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**十二、仪 器 修 理 情 况 登 记**

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| --- | --- | --- | --- | --- | --- |
| **日 期** |  | **仪器名称** |  | **送修人** |  |
| **故障****原因** |  |
| **维修****措施** |  |
| **验收****结论** |  **验收人：** **年 月 日** |

**十二、仪 器 修 理 情 况 登 记**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **日 期** |  | **仪器名称** |  | **送修人** |  |
| **故障****原因** |  |
| **维修****措施** |  |
| **验收****结论** |  **验收人：** **年 月 日** |

**十二、仪 器 修 理 情 况 登 记**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **日 期** |  | **仪器名称** |  | **送修人** |  |
| **故障****原因** |  |
| **维修****措施** |  |
| **验收****结论** |  **验收人：** **年 月 日** |

**十二、仪 器 修 理 情 况 登 记**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **日 期** |  | **仪器名称** |  | **送修人** |  |
| **故障****原因** |  |
| **维修****措施** |  |
| **验收****结论** |  **验收人：** **年 月 日** |

**十二、仪 器 修 理 情 况 登 记**

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| --- | --- | --- | --- | --- | --- |
| **日 期** |  | **仪器名称** |  | **送修人** |  |
| **故障****原因** |  |
| **维修****措施** |  |
| **验收****结论** |  **验收人：** **年 月 日** |