



Safety Declaration

For the inspection, maintenance or repair of laboratory equipment to be performed by Planer Limited, personnel.

The declaration overleaf must be completed, signed by a competent authority within your Organisation and returned to Planer before the service engineer arrives at the laboratory (or before equipment is received at factory when returning for repair).

A second copy of the declaration, duly completed and signed, should be affixed to the equipment to be serviced.

For emergency repairs on site, the engineer will request that the declaration is completed on his arrival at the laboratory.

It is our policy that unless the above actions are taken, the service engineer should refuse to perform maintenance or repair procedures. In this event, a charge will be made to cover the costs of the visit. Such charges are not included in an existing preventative maintenance contract.

Any product received at Planer without the required declaration will not be processed for maintenance or repair; and will be placed in quarantine until such declaration is received. This will cause a delay to repairs and the return of the equipment.

DECLARATION OF CONTAMINATION STATUS

Prior to the Inspection, Servicing, Repair or Return of Medical and Laboratory Equipment

From (Consignor)		To (Consignee)	Planer Limited
Address		Address	110 Windmill Road Sunbury-on-Thames Middlesex TW16 7HD UK
Reference		Planers Call Log No	
Contact No		Manufacturer	
Type of Equipment		Other Identifying Marks	
Description of Equipment		Serial No	
Model No			

Is the item contaminated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
State the type of contamination: blood, body fluids, respired gases, pathological samples, chemicals (including cytotoxic drugs) radioactive material or any other hazard.			
Has the item been decontaminated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Don't Know <input type="checkbox"/>
What method of decontamination has been used, i.e. cleaning, disinfection or sterilisation. Please provide details.			
Please explain why the item has not been decontaminated.			

Contaminated items should not be returned without prior agreement of the recipient.

I declare that I have taken all reasonable steps to ensure the accuracy of the above information. I confirm that the item has been prepared to ensure safe handling and transportation.

Name		Position	
Signature		Department	
Contact No		Date	
Email			