

 NAZARBAYEV UNIVERSITY	Autonomous organization of education Nazarbayev University		
	Approving body:	Managing Council	
Regulations for maintenance and repair of research, training and technological equipment of the autonomous organization of education “Nazarbayev University”			
Date of approval:	19.11.2019	Date of entering into force	
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Initiator:	B. Abisheva Chief of staff		
Related documents	no related documents		

1. General Provisions

1. Present Regulations for maintenance and repair of research, training and technological equipment of the autonomous organization of education “Nazarbayev University” (hereinafter - Regulations) shall stipulate operations of the Engineering and Technical Service of the Office of the Provost (hereinafter – ETS) with respect to equipment of the autonomous organization of education “Nazarbayev University” (hereinafter – University).

2. Present Regulations were drafted in accordance with the Research Policy of the University and its organizations for effective organization of works with respect to University equipment in compliance with requirements stipulated by the legislation of the Republic of Kazakhstan.

3. Terms and definitions used herein are as follows:

1) **equipment** – any instruments or system (with consistent parts) that provides experimental, computational, analytical, processing, testing, measuring, or recording capabilities for research purposes;

2) **user** – a person, who uses equipment and bears responsibility to the employer under financial liability contract or any single document, or person appointed responsible for its integrity and proper work for operational purposes as per its functional designation stipulated by the manufacturer;

3) **C&I Engineer** – control instrumentation engineer of ETS, performing a set of relevant works;

4) **authorized organization** – directly a plant-manufacturer of the equipment or organization, having partnership agreements with equipment manufacturer, as well as possessing a relevant certificate to perform certain works;



5) **diagnostics** –equipment inspection in order to specify its condition, namely: defects and damages; wear measurement; operations correctness, detection of the need to replace consumables etc.;

6) **repair** – a set of events aimed at restoring working efficiency of equipment and/or its resource recovery;

7) **maintenance** – a set of works aimed at equipment maintenance as per the requirements of technical documentation from the manufacturer;

8) **deinstallation** – equipment dismantling or its removal from operation place for dislocation;

9) **installation** – a set of measures at equipment operation place, which includes all relevant assembling and mounting works for complete preparation of the equipment to operations;

10) **instruments calibration** – determination and confirmation of actual metrological characteristic values of measuring devices (equipment);

11) **verification of instruments** - determination and confirmation of measuring instruments (equipment) compliance with stipulated requirements;

12) **setting** – a complex equipment testing and adjustment for its bringing to operational status.

4. ETS shall handle equipment after receipt of e-application forwarded to engineeringdesk@nu.edu.kz from equipment user in accordance with the form stated in Annex 1 hereto. At that the application can be accepted only in case all the relevant clauses are filled in.

5. List of equipment operations performed by ETS is as follows:

- 1) diagnostics;
- 2) repair;
- 3) maintenance;
- 4) deinstallation and installation;
- 5) instruments calibration and verification.

2. Equipment acceptance for operations

6. When filling the application for equipment the user shall state the warrantee period information. Equipment user shall be responsible for correctness of stated warrantee period information.

7. In case the equipment is under warrantee, C&I Engineer shall not perform diagnostics and repair works except for the visual inspection and cutout control at power supply input. In case of the need for fixing the equipment under warrantee, the equipment user shall arrange repair works individually within structural division budget in accordance with University internal regulations and contractual conditions.

8. In case of receiving an application with respect to the equipment, which is under contractual warrantee, where Facility Construction Directorate acts as Customer`s representative/Customer, ETS shall also perform only visual inspection and cutout control at power supply input. In such case, equipment user shall initiate a relevant official note to Facility Construction Directorate on arranging equipment repair during the warrantee period.



3. Diagnostics of equipment condition

9. The equipment shall be diagnosed at its location, and there is no need for its transferring to a special laboratory.

10. When ETS performs equipment diagnostics, a defect act as per the form stipulated by the legislation shall be drafted if needed.

11. After equipment diagnostics ETS shall make one of decisions as follows:

Repair by own forces upon availability of relevant consumables at ETS or User` warehouse, availability of relevant tools and equipment needed to perform repair works;

Need for involvement of an authored organization in case further repair by ETS forces is impossible/useless due to the lack of specific knowledge and skills, service documents, repair tools and equipment;

impossibility/uselessness of further repair in case if equipment model is out of production and no spare parts available at the market, key node (part) is broken down, as well as due to other reasons.

ETS decision shall be executed in written form.

12. In case of the need to involve an authorized organization the equipment user shall initiate relevant contract conclusion with the authorized organization on behalf of his/her structural division within structural division`s budget and in accordance with University internal regulations.

4. Equipment reallocation to specialized ETS laboratory to perform repair works

13. In order to perform works stipulated in the application ETS is entitled to reallocate equipment to a specialized laboratory. Equipment shall be reallocated as per long-term assets internal displacement bill in accordance with the form stipulated by the legislation.

14. Equipment is reallocated to the specialized laboratory in cases as follows:

1) repair works take a long period, more than eight hours;

2) need for using a specific equipment, which is impossible to bring to equipment location.

15. It is impossible to reallocate equipment to a specialized laboratory in cases as follows:

1) if the equipment shall always be in a clean zone or special conditions premises as per requirements stipulated in the technical specification;

2) at the discretion of ETS and user in case of equipment reallocation impracticability, i.e. equipment deinstallation and subsequent installation is a time-taking process requiring for involvement of significant human resources to perform reallocation operations.

16. Equipment user shall bear responsibility for the equipment in case of impossibility of its reallocation to a specialized laboratory.

5. Equipment repair



17. C&I Engineer proceeds to repair works based on the information received from user's application on the absence of any warranty period.

18. ETS shall replace consumables upon their availability when performing repair works and detecting the need for consumables replacement.

19. In case ETS has no relevant consumables, as well as in case these goods are not provided for in ETS budget for a current period, relevant spare parts shall be procured as per the established procedure and provided by equipment user.

20. E-application shall be terminated if equipment user has no budget funds for spare parts procurement and impossibility of their provision to perform repair works.

21. Upon repair completion, except for cutouts replacement, equipment shall be released based on the Acceptance Certificate for repaired, reconstructed (modernized) equipment as per Annex 2 hereto, as well as based on long-term assets internal displacement bill based on the form stipulated by the legislation.

6. Equipment maintenance

22. To perform equipment maintenance consumables as per the technical documentation shall be procured in advance by equipment user in accordance with the established procedure, as well as be available at the moment of application filling to ETS, as equipment user shall be responsible for timely replacement of consumables within terms stipulated in relevant technical documents.

7. Equipment deinstallation and installation

23. In case of the need for equipment reallocation the user may file deinstallation application to ETS. In accordance with the application ETS shall perform relevant procedures to deinstall the equipment. Then the user shall transport the equipment either independently, or via filling handling operations application to University Service Management subject to transportation conditions stipulated in technical documents and/or with respect to ETS recommendation. ETS shall perform equipment installation after its transportation back to its relevant place.

24. In some cases and at discretion of ETS and user, the equipment user shall initiate relevant contract conclusion on behalf of his/her structural division with the authorized organization within the stipulated budget in case of equipment transportation and subsequent need for its setting by specific and/or certified experts.

25. Equipment user shall be responsible for organization of handling operations and equipment transportation.

26. E-application shall be terminated upon completion of work and equipment put to operating condition.

8. Control instruments calibration and verification

27. Calibration and verification of control instruments, incorporated in control instruments register of the Republic of Kazakhstan, shall be carried out by licensed



organizations. To perform such works equipment user shall initiate relevant contract conclusion on behalf of his/her structural division with the authorized organization within the stipulated budget.

28. In case there is no need for user to documentary support the calibration by a certified organization, ETS may calibrate the equipment upon availability of necessary equipment and tools.

9. Final provisions

29. Any actions with respect to equipment, including stipulated by present Regulations, shall be executed in accordance with the legislation of the Republic of Kazakhstan, technical documents from equipment manufacturer, University internal regulation and other applicable requirements and standards.



Annex 1 To Regulations for maintenance and repair of research, training and technological equipment of the autonomous organization of education “Nazarbayev University”

Application

Name of equipment:

Name of manufacturer:

Model:

Inventory number:

Whether the equipment is under manufacturer`s warrantee:

- Yes
 No

Asset location: Room No. _____, Block No. _____

User`s full name:

User`s structural division:

Telephone (off.):

Telephone (mob.):

Type of works:

- Diagnostics
 Repair
 Installation/deinstallation
 Calibration
 Maintenance

Additional information:

 position

 signature

 printed name

“ ” _____ 20 _____



Annex 2

To Regulations for maintenance and repair
of research, training and technological
equipment of the autonomous organization
of education "Nazarbayev University"

**ACCEPTANCE CERTIFICATE _____
FOR REPAIRED, RECONSTRUCTED (MODERNIZED) EQUIPMENT**

Equipment location _____
block, floor, room

When repairing below equipment accepted under application No. _____ dated "_____" _____ 20____,
eliminated defects are as follows:

Item	Model, manuf urer	Serial or inventory number	Date		Additional information
			Entrance to repair	Repair completion	
1	2	3	4	5	6

Consumables used to eliminate detected defects are as follows:



Technical state of equipment before repair:

Technical state of equipment after repair:

Performance tests were performed in due manner (equipment compliance with plant (requested) characteristics): yes / no

Equipment unit may be put to operations: yes / no

Current losses to equipment body frame: yes / no

Body frame is earthed: yes / no

Additional recommendations with respect to equipment handling after repair:

Any changes in equipment characteristics due to its repair, reconstruction (modernization)

Conclusion



Chairman of the Committee _____ / _____ / _____
position signature printed name

Committee Members: _____ / _____ / _____
position signature printed name
_____ / _____ / _____
position signature printed name

Equipment:

Delivered by _____ / _____ / _____ “ ” 20 _____
position signature printed name

Accepted by _____ / _____ / _____ “ ” 20 _____
position signature printed name

