

**Measure of the Director
of the Central European Institute of Technology of Masaryk University
No. 2/2017**

**Determination of Responsibility for the Operation,
Maintenance and Repairs of Instrumentation and
Equipment of CEITEC MU**

(effective as of 1 May 2017)

Article 1

Subject Matter

- (1) This Measure regulates the responsibility for the operation, maintenance and repairs of instrumentation and equipment owned by MU and used by the scientific worksites (hereinafter the “worksites”), i.e. by the research groups (hereinafter the “groups”) and other worksites specified in the Organisational Structure of CEITEC MU (hereinafter the “institute”). This Measure further regulates the basic rules of approving investment plans relating to the renewal of the instrumentation and equipment or, if applicable, to the acquisition of new instrumentation and equipment.
- (2) This Measure pertains to all instrumentation registered in the list of the institute’s assets, labelled with a ZP or DHM number, or to any instrumentation borrowed by or brought into the institute.

Article 2

Responsible Person

- (1) Each instrument or device registered in the list of the institute’s assets is allocated to one worksite, the budget of which was used for its acquisition or for which it was acquired from any other resources.
- (2) The head of the relevant worksite (hereinafter the “responsible person”) shall be responsible for the acquisition, operation, maintenance, keeping of operation documentation, collection of the original documentation, repairs, renewal, technical appreciation, discarding and liquidation of the instruments and devices registered at the given worksite.

Article 3

Costs of Operation, Repairs and Maintenance of the Instruments and Devices

- (1) All costs of the operation, maintenance and repairs of instruments and devices, their upgrades, operation reviews and any works required by applicable legal and other regulations or by the manufacturer, installation of instruments and devices and the connection of utilities within the existing premises of the institute buildings (hereinafter collectively the “costs”) shall be paid from the budget of the responsible person’s worksite, unless otherwise stipulated herein.

- (2) The costs of instruments and devices shared between several groups, including the costs of the instruments and devices included in the equipment of the building (in particular washers, autoclaves, refrigerators, freezers) and used by one or more groups shall be paid from the budget of the groups whose employees use such instruments and devices, unless otherwise stipulated herein. The proportion of payments by each of the groups for the operation, maintenance and repairs of shared instruments and devices shall be determined based on the operation records on the use of each of the instruments and devices or, if applicable, based on a prior agreement approved by all heads of the groups using such instruments and devices. If the actual status cannot be ascertained in the manner described in the second sentence above and if no agreement can be reached pursuant to the same sentence, the decision on the proportion of payments shall be made by the institute secretary; in the event of a disagreement between the institute secretary and the heads of the relevant groups, the issue shall be submitted to the director for final decision. For the purpose of the costs payment, the director may decide on a transfer of funds between the budgets of the affected groups.
- (3) The costs of instruments and devices recorded in the assets of any other worksites pursuant to Art. 5.4 of the Rules of Organisation of the Central European Institute of Technology of Masaryk University shall only be paid from the budget of the relevant other worksites, irrespective of the home worksite of the employee using the given instrument or device, unless otherwise stipulated herein. The contribution of users for the use of instruments and devices of these laboratories shall be governed by a separate measure of the director of CEITEC MU.
- (4) The costs of building technologies provided directly as a part of the building supply shall be paid from the central resources.
- (5) The costs of reviews of electrical appliances pursuant to the standard CSN 33 1600 - Reviews and Inspections of Electrical Appliances During their Use (where electrical appliance means an electrical appliance intended for use without the need of any prior readjustment, simply connected to the power supply network) shall be ensured at the central level and paid from the central resources.
- (6) The costs of reviews of instruments and devices or of any technological units equipped with their own distribution box that do not constitute a part of the building, shall be paid from the budgets of the worksites operating the given instruments or devices. These reviews shall be arranged for and paid by the worksite that operates the given instrument or device.
- (7) The costs of reviews of stable pressure vessels are ensured at the central level and paid from the central resources. Worksites are obliged to inform the operations department of these vessels and submit to the operations department the initial review certificate / passport of such pressure vessels. The costs of the review of other pressure vessels and pressure cylinders owned by the worksites, as well as any other mandatory or optional reviews, shall be arranged for and paid from the budget of the worksites using or operating such instruments or devices.
- (8) The costs of training pursuant to Decree No. 50/1978 Coll., Section 4 and following, as amended, shall be in justified cases based on the given job description, arranged for and paid

from the central resources, provided that such procedure is approved by the institute secretary.

- (9) The costs of the training of the attendance staff of reserved pressure devices and pressure vessels shall always be paid for no more than two employees of each worksite from the central resources; this training shall usually be held once a year (and shall apply for a period of 3 years). The training of any other persons for the attendance of the reserved pressure devices and pressure vessels, similarly as all other mandatory or optional trainings for the attendance of the instrumentation and equipment, shall be paid from the budget of the relevant worksite that requires such training.
- (10) The costs of repairs of instruments or devices wilfully or accidentally damaged by the user, the costs of repairs of any damage caused by incorrect handling and operation contrary to the instructions for use or the costs of replacement of such irreparably damaged instruments and devices shall be paid from the budget of the worksite of the relevant user who has demonstrably caused such damage.

Article 4

Operation and Maintenance of the Instruments and Devices

- (1) The responsible person is obliged to ensure demonstrable training in compliance with the manual for use of the instruments and devices for all employees using such instruments and devices. Such training may be included in the initial or periodical training provided by the supervisor at the workplace. The manual for use of the instruments or devices must be deposited at the workplace with the responsible person and must be available to all employees attending the given instrument or device.
- (2) The responsible person is obliged to ensure regular maintenance and cleaning of the instruments and devices in compliance with their manuals for use.
- (3) The responsible person is obliged to ensure the performance of all reviews, operation tests and other tasks required by the manufacturer of the given instrument or device or by applicable laws of the Czech Republic for the operation of the instrument or device, unless otherwise provided by this Measure.
- (4) The responsible person is obliged to ensure the repairs of any non-functioning instruments or devices without undue delay. Neither the responsible person nor any other person is entitled to carry out any unprofessional interventions in (repairs of) the instruments or devices.
- (5) A certificate shall be executed on the performance of any warranty / post-warranty service task, a copy of which shall be archived for the purpose of evidencing the servicing history of the given instrument or device. A copy of the record shall be sent in electronic form to the Operations Department.
- (6) The record on the service (maintenance) performance in an abridged form must also be stated in the operation journal of the given instrument or device, if such operation journal is being kept.

Article 5

Keeping Records of the Use of Instruments and Devices

- (1) The responsible person is obliged to ensure the keeping of records on the operation of the instruments and devices for which he/she is responsible.
- (2) Each user is obliged to make an entry in the record of the instrument use in the manner prescribed for the records kept with respect to the given instrument after each use of the given instrument or device. If the user is demonstrably found using an instrument or device shared between several worksites or owned by a different group without the appropriate record, his/her home group shall be included in the sharing of the operation costs of such instrument or device in the amount determined for such individual case by the director; alternatively, the director may decide on a single-off reduction of the group's budget by a reasonable amount.
- (3) Records of use can be kept in the following forms or a combination thereof:
 - a) operation journal in which each user is registered upon each use of the instrument or device, specifying the date, time of use and unique identification of the user and the group in the case of shared instrumentation;
 - b) an entry in the booking system of the institute;
 - c) in the case of instrumentation and devices equipped with a system for the creation of user access codes and records of their use, such system can be used as a method of recording the instrument use, subject to the condition of long-term archiving of the records.
- (4) In the case of instrumentation and devices with respect to which no records are being kept of their use or with respect to which there is no agreement concluded on cost sharing among several groups, all costs of the operation, maintenance and repairs of the instrumentation and devices shall be paid from the budget of the responsible person's group.

Article 6

Common, Temporary and Final Provisions

- (1) The investment plans for the acquisition and renewal of instrumentation and equipment are prepared in co-operation of the institute's secretary and the responsible person and are submitted to the director for approval together with the statement of a representative of the research infrastructure management. This applies to investments the acquisition of which is subject to discussion by an expert committee pursuant to Masaryk University Measure No. 3/2016 or that requires pre-financing or co-financing from the budget of the institute's common costs, that requires implementation of any constructional adjustments or that is financed from projects of institutional significance. Any changes of plans already approved are also subject to approval. The entirety of the approved plans pursuant to the first sentence above constitutes the plan of the institute's investments in instrumentation and equipment that is discussed by the Director's board. The procedure of discussing investment plans prior to their approval is governed by potential impacts of the given investment plan on the institute's budget in the sense of the director's Measure No. 6/2016 - Internal Budget Rules of CEITEC MU.

- (2) The allocation of instruments and devices pursuant to Art. 2.1 hereof upon the implementation of this Measure is based on the state reflected in the records of the institute's assets as of the validation date hereof.
- (3) The secretary of the Institute shall be responsible for the interpretation of this Measure.
- (4) The secretary of the Institute shall be responsible for the continuous updates of this Measure.
- (5) The secretary of the Institute shall be responsible for the supervision over the compliance with this Measure.
- (6) This Measure shall become valid as of the date of signature hereof.
- (7) This Measure shall become effective as of 1 May 2017.

In Brno, on 24 April 2017

Jiří Nantl
Director of the Institute