

DEFENSIBLE LOGBOOK & CMMS RECORDING CHECKLIST

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Date: Oct 24, 2021

Lab Technician Field Verification Checklist for Legal Defensibility & CMMS Entry Quality Assurance

Specialist: Kadeem Manning

Asset ID / Pump Tag: _____	Work Order # (CMMS): _____
Technician Name: Kadeem Manning	Service Date & Time: ____/____/2021 ____:____ AM/PM

SECTION 1: PHYSICAL BOUND LOGBOOK AUDIT

Verification Step	Mandatory Standard / Action	Pass	Fail	Initials
Hardbound Book Check	Entry recorded in thread-stitched, pre-numbered hardbound book. No loose-leaf/spiral.	☐	☐	_____
Indelible Ink Only	Recorded in black or blue indelible ballpoint ink. Zero pencil or erasable pen used.	☐	☐	_____
Contemporaneous Entry	Entry logged at exact time of service. No pre-logging or back-dating performed.	☐	☐	_____
Single-Line Corrections	Errors marked with single line, reason code, signature & date. Zero white-out or scribbles.	☐	☐	_____
Blank Space Voided	Diagonal line drawn across unused page space at end of session, signed and dated.	☐	☐	_____

SECTION 2: MANDATORY QUANTIFIED PARAMETERS AUDIT

Parameter Category	Measured Value Recorded	Acceptance Threshold	Pass / Fail
Ultimate Base Vacuum	Pirani Depth: _____ mTorr / μm	< 100 mTorr (10–20 μm) pass limit	☐ Pass ☐ Fail
Operating Temperature	Pump Casing Temp: _____ °C	$\leq 70^{\circ}\text{C}$ operating threshold	☐ Pass ☐ Fail
Motor Current Draw	Clamp Meter Draw: _____ Amps	Within $\pm 5\%$ of Nameplate FLA	☐ Pass ☐ Fail
Oil Level & ISO Clarity	Sight Glass: _____ / ISO Scale: _____	3/4 full; ISO ≤ 2.5 (clear/amber)	☐ Pass ☐ Fail
Exhaust Backpressure	Mist Filter Delta P: _____ bar	< 0.5 bar (7 psi) backpressure	☐ Pass ☐ Fail
Helium Leak Rate (if checked)	Leak Rate: _____ mbar-L/s	< 8.0×10^{-4} mbar-L/s	☐ Pass ☐ Fail

SECTION 3: CMMS & ATTACHMENT AUDIT

CMMS Task Item	Mandatory Requirement	Status
Work Order Status Updated	WO hours, labor time, and parts consumed updated in CMMS.	☐ Complete
300 DPI PDF Attachment Uploaded	Scanned PDF of this checklist attached to CMMS WO within 24 hours.	☐ Complete
Channel / Asset Flagging Cleared	Asset status returned from 'M' (Maintenance) to 'ONLINE' with QA sign-off.	☐ Complete

FIELD NOTES & TECHNICIAN SIGN-OFF

Technician Observations & Discrepancies:	
Lead Technician Signature: Kadeem Manning	Date: Oct 24, 2021
QA Manager Signature: Genevieve Lariviere	Date: Oct 25, 2021