**التقرير الأسبوعي لمتابعة صيانة ومعايرة معمل**

**Weekly Report of Lab/Workshop Maintenance & Calibration Follow-up Sheet**

|  |  |
| --- | --- |
| **القسم التابع له المعمل: Department:** | **المعمل:Lab:** |
| **مسئول المعمل: Lab Supervisor:** | **التاريخ: Date** |

**تم مراجعة التالي: وجود عطل:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **سجل الأعطال**  **Failures record** |  |  | **يوجد عطل في المعمل**  **There is a failure** |
|  | **صندوق الأعطال**  **Failures box** |  |  | **لا يوجد أعطال في المعمل**  **There is no Failure** |

**.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **نوع/رقم الجهاز** | **الصيـــانة اللازمـــة** | | | | | **التاريخ** |
| **صيانة** | **معايرة** | **قطع غيار** | **إصلاح** | **برامج** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**ملاحظات: :Notes**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**رئيس القسم التقني : التاريخ:**