

DOCUMENT TITLE: **GENERIC PC MAINTENANCE PROCEDURE**

DOCUMENT TYPE: ☐ Calibration ☒ Preventive Maintenance

EQUIPMENT NAME: **PC'S MAINTAINED BY TEST ENGINEERING**

EQUIPMENT NUMBER: **N/A**

AUTHOR(S): **RICHARD DAVIS**

DATE: **August 13, 2015**

REVISED BY: **TONY FONTES**

DATE: **September 07, 2017**

EQUIPMENT REQUIRED

Quantity	Part Number	Description
1	N/A	Vacuum

DISPOSABLES REQUIRED

Quantity	Part Number	Description
N/A	N/A	N/A

REFERENCE DOCUMENTATION

Document Number	Description
730001799	Operating Procedure, Calibration and PM
730000295MP	Quality System Document Control

DEFINITIONS AND ABBREVIATIONS

Term	Definition/Abbreviation
Calibration	A process to ensure that equipment is capable of producing accurate results. This includes verifying measurements and/or making adjustment(s) to ensure measurement accuracy.
PC	Personal Computer
PM	Preventive Maintenance: The servicing, for the purpose of maintaining equipment in satisfactory working order, by performing systematic inspection, detection, and correction of potential failures. PM activities may include tests, measurements, and parts replacement.
TE	Test Engineering or Test Engineer
Sigmasure	Test data collection system
Camstar	Test data collection system

SCOPE

This procedure has been written by Waters Test Engineering for use on PC's maintained by Test Engineering. While most of the PC's maintained by Test Engineering are used in manufacturing test equipment many are not. It is up to the responsible Test Engineer to decide when to refer to or use this procedure.

PROCEDURE

1. PC Maintenance	
1.1.	Inspect all cabling to the PC (Ethernet, serial, monitor, keyboard, mouse, etc.). Ensure all cables are secure and in good condition. Replace as needed.
1.2.	Check PC fan operation; ensure that all vents are clear of dust. Clean filter if present.
1.3.	Log in as TE-1(administrator) with credentials supplied by TE.
1.4.	Run Disc Cleanup Start>Programs>Accessories>System Tools with default settings.
1.5.	Run Disc Defragmenter Start>Programs>Accessories>System Tools. Run Analyze. If analysis indicates that the volume needs to be defragmented then defragment it. If the analysis indicates that the volume does not need to be defragmented exit the Disk Defragmenter.
1.6.	Verify system date, time and time zone against current time and time zone, if adjustment was required notify Test Engineer.
1.7.	Check for Unsent Test documents. If there are any files in the following directories, notify Test Engineer for resubmission. For Sigmasure systems: Open directory C:\Program Files\SigmaQuest\SigmaProbe\SigmaQueue\Sendbuffer and C:\Program Files\SigmaQuest\SigmaProbe\SigmaQueue. For Camstar systems: Open directory C:\Camstar\Probe\CamstarQueue and C:\Camstar\Probe\CamstarQueue\SENDERBUFFER.

1.8.	Verify that the user 'tester' is a member of the Users group only. Right Click My Computer>Manage>Local Users and Groups>Double Click Users>Right Click Tester>Properties>Member of Tab.
1.9.	If the PC is connected to the network, verify Symantec Antivirus service is running (icon in system tray). Open Symantec Antivirus by double clicking on antivirus icon in system tray and verify dates on each type of protection. Ensure that the definition files for each type of protection are <30 days old, update if necessary. If the definition files cannot be updated, contact TE to upgrade anti-virus software.
1.10.	If the PC is connected to the network, ensure that currently available Windows critical/high-priority/important updates are installed. Click on Automatic Updates from the control panel and verify updates to be installed daily anytime between 12:00 and 4:00AM.
1.11.	If the PC is connected to the network, open the "tester" accounts desktop and delete all internet shortcuts except SigmaSure and/or Camstar.
1.12.	Login as tester, with credentials supplied by TE. If the screensaver tab is available, ensure that the time out is 240 minutes, with star field screensaver selected. Ensure that on resume, 'password protect' or 'display login screen' is selected.
1.13.	Verify desktop wallpaper is the Waters TE approved background or none with a black background.
1.14.	Apply PM sticker to PC upon successful completion of the above steps. Place the removed sticker on the PM Record in the provided location.

WATERS CORPORATION PC PREVENTIVE MAINTENANCE PREVENTIVE MAINTENANCE RECORD

Date:	Performed By:	
Equipment I.D.	Location:	
Due Date:	Interval (Months):	Next Due Date:

SECTION 1: MAINTENANCE	RESULT
Step 1.1: Cable Inspection	PERFORMED ☐ SEE NOTE ☐
Step 1.2: Fan Operation and Clean Venting and filters	PERFORMED ☐ SEE NOTE ☐
Step 1.4: Disk Cleanup	PERFORMED ☐ SEE NOTE ☐
Step 1.5: Disk Defragmenter	PERFORMED ☐ SEE NOTE ☐
Step 1.6: Verify Date, Time and Zone	PASS ☐ FAIL ☐ SEE NOTE ☐
Step 1.7: Check for unsent test files	PERFORMED ☐ SEE NOTE ☐
Step 1.8: Verify "Tester" account "user group"	PERFORMED ☐ SEE NOTE ☐
Step 1.9: If the PC is on the Network perform antivirus check	PERFORMED ☐ SEE NOTE ☐
Step 1.10: If the PC is on the Network Verify Windows updates	PERFORMED ☐ SEE NOTE ☐
Step 1.11: If the PC is on the Network Verify "Tester" account internet shortcuts	PERFORMED ☐ SEE NOTE ☐
Step 1.12: Verify Screen Saver settings	PERFORMED ☐ SEE NOTE ☐
Step 1.13: Wallpaper check	PERFORMED ☐ SEE NOTE ☐

NOTES
Place Expired Label Here