



# **Appendix D - 11 Documents of Experimental Teaching Management System**



# National Experimental Teaching Demonstration Center for Civil Engineering

## Laboratory Asset Management System

### Chapter 1 General Provisions

**Article 1.** This measure is formulated in accordance with the relevant provisions of the "Administrative and Institutional State - owned Assets Management Measures" and the "Regulations on Laboratory Work in Institutions of Higher Learning" to strengthen the management of instruments and equipment and improve their utilization efficiency.

**Article 2.** All instruments and equipment in the center are the property of the school. According to factors such as price and performance, instruments and equipment are respectively designated for management at the ministry, provincial, school, college, and department levels.

Under the principles of unified leadership, classified and hierarchical management, and the combination of management and use, a full - time experimental staff member shall be responsible for the management of instruments and equipment. In light of the specific circumstances, the management system of the center's instruments and equipment shall be determined, and the institutions and responsibilities shall be clarified. Instruments and equipment purchased through various channels, whether for business or non - business purposes, shall be managed in accordance with unified regulations. In particular, the management of valuable instruments and equipment shall be well - done.

**Article 3.** The principle of optimized allocation shall be implemented in the allocation of instruments and equipment. Based on the actual situation of the center, management systems for the application, approval, purchase, acceptance, use, maintenance, and repair of instruments and equipment shall be formula



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ted, and a post - responsibility system shall be implemented to give full play to the utilization efficiency of instruments and equipment.

**Article 4.** When purchasing instruments and equipment, efforts should be made to achieve high - quality and low - price, and prevent counterfeit and shoddy products from entering the school. For imported instruments and equipment, the acceptance work shall be completed within the claim period after arrival. In case of non - compliance, claims shall be filed in a timely manner.

After the purchased instruments and equipment are recorded in the accounts by the school's competent department, the physical instruments and equipment shall match the financial records.

The price threshold for the management scope of instruments and equipment is consistent with the fixed - asset price threshold stipulated by the Ministry of Finance.

**Article 5.** In the management of instruments and equipment, efforts should be made to fully tap the potential of existing instruments and equipment, and attention should be paid to maintenance, function development, renovation, upgrading, and life - extension work. The self - made new teaching and research instruments and equipment are actively encouraged, and they shall be registered after passing the technical appraisal.

Instruments and equipment should be kept in good condition during use, and reasonable mobility and resource sharing should be achieved. Idle waste and the privatization of public property shall be eliminated.

The transfer and scrapping of instruments and equipment must be carried out in accordance with relevant regulations, after technical appraisal and approval.



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-al (filing) by the competent department. The relevant income shall be handled in accordance with the school's financial management regulations.

**Article 6.** Archives shall be established for the materials of instruments and equipment, and computer - based management shall be implemented. Regular analysis, research, and summarization shall be carried out on the types, quantities, amounts, distribution, and usage status of instruments and equipment, and various statistical data shall be reported as required. The construction of internal and external network resources on campus should be strengthened to realize the online transmission of various data, and modern means should be fully utilized to implement scientific management of instruments and equipment.

**Article 7.** Importance should be attached to the construction of the team of instrument and equipment workers. According to the actual work situation, methods for the training, assessment, and promotion of professional knowledge and technical capabilities of employees shall be formulated. Achievements in experimental teaching, experimental technology research and development, etc. shall be recognized and rewarded.

### **Chapter 2 Purchase of Valuable Instruments and Equipment**

**Article 8.** Instruments and equipment with a unit price of RMB 100,000 (inclusive) or above are regarded as valuable instruments and equipment.

**Article 9.** Scope of valuable instruments and equipment:

1. Instruments and equipment with a unit price of RMB 400,000 (inclusive) or above;
2. Sets of instruments and equipment whose single unit (piece) price is less than RMB 400,000, but are purchased as a set and need to be used in coordination, with a total value of more than RMB 400,000;



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3. Instruments and equipment with a unit price of less than RMB 400,000, but are imported from abroad and are clearly defined as valuable and scarce according to the regulations of relevant departments.

**Article 10.** Valuable instruments and equipment should be purchased reasonably in accordance with the development plan of the discipline. The following procedures should be followed for the purchase of valuable instruments and equipment:

##### **1. Feasibility study report for the purchase of instruments and equipment**

(1) The necessity of the instrument for the work tasks of the school and the local area, and the prediction and analysis of the workload

(For updated instruments and equipment, the situation of the original instruments and equipment in terms of efficiency should be provided);

(2) The advancement and applicability of the purchased instruments and equipment, including the applicable disciplinary scope of the instruments and equipment, and the rationality of the selected brand, grade, specifications, performance, price and technical indicators;

(3) The implementation of the funds for accessories, spare parts, software supporting the instrument and equipment to be purchased, and the annual operating and maintenance costs of not less than 6% of the purchase cost after purchase;

(4) The staffing of instrument and equipment workers;

(5) The safety and completeness of the installation site, operating environment and various auxiliary facilities;



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- (6) The sharing plan within and outside the school;
- (7) Benefit prediction and risk analysis.

### **2. Approval for the purchase of instruments and equipment**

- (1) Submit the feasibility study report;
- (2) The school's competent department organizes relevant discipline experts and relevant personnel to demonstrate the feasibility report and submit review opinions;
- (3) Approval by the in - charge school (college) president.

**Article 11.** Establish a practical and feasible purchase and supervision mechanism for instruments and equipment, implement methods such as public bidding or group purchasing to ensure the quality of the purchased instruments and equipment while saving school funds.

### **Chapter 3 Use and Management of Valuable Instruments and Equipment**

**Article 12.** When purchasing instruments and equipment, choose a company or manufacturer that can clearly define and perfect the installation, commissioning, acceptance, claim, warranty of the instruments and equipment, and can provide spare parts at any time. Ensure that the purchased instruments and equipment meet the required technical specifications, and after passing the acceptance, they can operate normally within the serviceable period.

**Article 13.** A technical file shall be established for each instrument and equipment, with records of use, maintenance, etc. In accordance with the relevant regulations of the National Bureau of Technical Supervision, regularly calibrate and verify the performance and indicators of the instruments and equipment. Timely repair those with reduced accuracy and performance.



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**Article 14.** For instruments and equipment, implement the principle of specialized management and shared use to achieve resource sharing. Try to make use of the instruments and equipment already available in other units to avoid regional duplication of instrument and equipment purchases. While completing the teaching and research tasks of the school, the school's instruments and equipment should carry out collaborative service work such as in-school, inter-school, and cross-departmental consultations, training, analysis and testing, etc., and strive to improve the utilization rate of the instruments and equipment.

**Article 15.** A charging standard should be formulated according to the usage of the instruments and equipment.

No charge should be imposed for the use of instruments and equipment for internal teaching. A reasonable machine-hour fee can be charged for their use in scientific research. When the school's instruments and equipment are provided for external services, the machine-hour fee should be charged as required. The collected funds shall be uniformly managed by the school's financial department. According to the relevant regulations of the school, provincial, national, and competent departments, most of the funds shall be returned to the relevant laboratories to compensate for the operation, consumption, maintenance, repair of the instruments and equipment, and to pay for necessary labor costs.

**Article 16.** Generally, instruments and equipment are not allowed to be disassembled, modified, or used in parts. If disassembly, modification, or decomposition is truly necessary for function development, renovation, upgrading, or the development of new products, it should be approved by the school department in charge of equipment.

**Article 17.** Actively train personnel who can independently operate the instruments and equipment, and strengthen management by implementing the "certifica



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-te - based operation system" to avoid damage to the instruments and equipment.

The number and structural level of the personnel equipped for the instruments and equipment should be based on the principle of ensuring the normal operation of the instruments and equipment and giving full play to their efficiency.

The users, repairers, and managers of the instruments and equipment must undergo training and assessment, and corresponding post - responsibility systems and management methods should be established.

#### **Chapter 4 Write - off and Scrap of Valuable Instruments and Equipment**

**Article 18.** For instruments and equipment that are truly in need of being scrapped due to technological backwardness, damage, lack of spare parts, or excessive maintenance costs, write - off and scrapping shall be carried out in a timely manner in accordance with the relevant provisions of the "Administrative and Institutional State - owned Assets Disposal Management Implementation Measures".

1. Submit a scrapping application;
2. Organize relevant experts for deliberation and put forward a technical appraisal report and opinions;
3. Approval by the in - charge school (college) president;
4. Report to the competent department for approval or filing according to relevant regulations.

**Article 19.** The residual value recovered from the scrapped instruments and equipment shall be included in the school's annual equipment funds in accord-





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ance with the relevant provisions of the "Financial System of Institutions of Higher Learning" and the "Accounting System of Institutions of Higher Learning (Trial)".

### **Chapter 5 Assessment, Rewards and Penalties for Valuable Instruments and Equipment**

**Article 20.** An assessment system shall be implemented for the use and management of instruments and equipment.

1. At the end of each year, self - assessment shall be carried out for the instruments and equipment under ministry - level management in accordance with the "Annual Evaluation Form of the Efficiency of Valuable Instruments and Equipment in Institutions of Higher Learning". The scope and content of the assessment of the instruments and equipment under school - level management can be appropriately adjusted.
2. The school's competent department shall organize inspections and verifications and make them public.
3. The usage of the instruments and equipment under ministry - level management (category 03) shall be made public every year, and inspections and evaluations shall be organized in a timely manner.
4. The scope, content, and methods for inspecting the usage of the managed instruments and equipment shall be formulated independently according to the above - mentioned principles.

**Article 21.** A rewards and penalties system shall be implemented for the use and management of instruments and equipment. The units and individuals that have made outstanding achievements in the work of application for purchase, use management, maintenance and repair, technical transformation, write - off a



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-nd scrapping, etc. of the instruments and equipment shall be promptly rewarded by the school. For those who are seriously derelict in their duties, the parties and the responsible persons shall be held accountable according to the seriousness of the circumstances.

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