

Document of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences

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Notice on the Issuance of the *Management System of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Sharing Large-scale Scientific Research Instruments and Equipment and Five Other Systems*

To all units (departments):

To further standardize the management of scientific research instruments and equipment at the Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences, improve efficiency in use, reduce idle waste, and strengthen the use and management of precious metals, revisions have been made to the original *Management System of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Sharing Large-scale Scientific Research Instruments and Equipment* and five other related systems. These six systems were deliberated and approved by the 14th President Office Meeting in 2022 and are hereby issued for implementation. Please comply accordingly.

Attachments: 1. Management System of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Sharing Large-scale Scientific Research Instruments and Equipment

2. Analysis and Testing Service Process Guide of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences
3. Internal Test Fee Transfer Application Form of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences
4. Commissioned Testing Agreement (Template)
5. Analysis and Testing Center Test Report of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences (Template)
6. Charging Standards of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Scientific Research Instruments and Equipment
7. Management System of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Instruments and Equipment
8. Scientific Research Instruments and Equipment Card Swipe Access Application Form of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences
9. Scientific Research Instruments and Equipment Departure Application Form of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences
10. Instruments and Equipment Damage or Loss Incident Report Form of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences
11. Instruments and Equipment Scrap Disposal Appraisal Form of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences
12. Instruments and Equipment Scrap Disposal Evaluation Form of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences
13. Management Measures of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Large Instruments and Equipment Smart Card Management System Operation

14. Scientific Research Instruments and Equipment Card Swipe Reader Installation Application Form of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences

15. Scientific Research Instruments and Equipment Card Swipe Access Application Form of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences

16. Management Measures of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Idle Instruments

17. Idle Instrument Use Application Form of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences

18. Management System of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Outbound Analysis and Testing

19. Management Measures of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Precious Metal

20. Precious Metal Requisition Application Form of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences

21. Precious Metal Workflow

Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences

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Department of General Affairs of Shenzhen
Institute of Advanced Technology, Chinese
Academy of Sciences

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