编号：

**良渚实验室大型仪器设备安装验收记录**

设 备 名 称：

出 厂 编 号：

合 同 号 码：

制 造 国 别 厂 家：

经 营 厂 家：

用 户 单 位：

安 装 地 址：

到 货 日 期：

验 收 日 期： 年 月 日至 年 月 日

综合办公室制（2022年版）

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| **一.设备基本信息** | | | | | | | | | | | | | | |
| **1.1 设备信息** | | | | | | | | | | | | | | |
| **设备中文名称** | |  | | | | | | | | | | | | |
| **设备英文名** | |  | | | | | | | | | | | | |
| **论证编号** | |  | | | **负责人** |  | | | | **领用人** | | | |  |
| **型 号** | |  | | | | **规 格** | | | | |  | | | |
| **数量（台套）** | |  | | | | **人民币单价（元）** | | | | |  | | | |
| **人民币总价(元)** | |  | | | | **总价折合美元** | | | | |  | | | |
| **是否进口设备** | |  | **是否特种设备** | | |  | | **是否涉辐设备** | | | | |  | |
| **二.设备包装验收情况** | | | | | | | | | | | | | | | |
| **2.1外包装检查** | | | | | | | | | | | | | | | |
| **到货数量** | 件 | | | **包装种类** | | |  | | **总重量** | | |  | | | |
| **表面损伤情况** |  | | | | | | | | | | | | | | |
| **发潮情况** |  | | | | | | | | | | | | | | |
| **是否曾倒置** | （如果严禁倒置的，箱子上有标识是不可逆的，请注意检查、拍照记录，并且不能开箱，立即与采购部门联系） | | | | | | | | | | | | | | |
| **有无装箱单** |  | | | | | | | | | | | | | | |
| **备 注** |  | | | | | | | | | | | | | | |
| **2.2开箱检查** | | | | | | | | | | | | | | | |
| **内包装情况** |  | | | | | | | | | | | | | | |
| **有无装箱单** |  | | | | | | | | | | | | | | |
| **缺少项目** |  | | | | | | | | | | | | | | |
| **多出项目** |  | | | | | | | | | | | | | | |
| **备 注** |  | | | | | | | | | | | | | | |
| **检查人员**  **签名** | **日期： 年 月 日** | | | | | | | | | | | | | | |

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| **三、设备性能指标验收情况** | | | | | | | | | | | | | | |
| **3.1 验收方案** | | | | | | | | | | | | | | |
| **按照什么指标验收** | | | **□ 合同/协议， □ 出厂通用格式， □ 说明书， □ 其它** | | | | | | | | | | | |
| **由谁承担安装** | | | **□ 厂商， □ 用户， □ 第三方（须附合同）** | | | | | | | | | | | |
| **负责安装单位、人员** | | |  | | | | | | | | | | | |
| **由谁承担验收** | | | **□ 厂商， □ 用户， □ 第三方（须附合同）** | | | | | | | | | | | |
| **负责验收单位、人员** | | |  | | | | | | | | | | | |
| **验收指标名称** | | |  | | | | | | | | | | | |
| **备 注** | | |  | | | | | | | | | | | |
| **3.2 性能指标验收**  **（每一个指标按照步骤、记录、图谱、结果计算、合格判断等填写，不够可加页）** | | | | | | | | | | | | | | |
| **指标1** | **指标1名称** | |  | | | | | | | | | | | |
| **实验时间** | |  | | | **室温** | | ℃ | | | **湿度** | | | % |
|  | | | | | | | | | | | | | |
| **指标2** | **指标2名称** | |  | | | | | | | | | | | |
| **实验时间** | |  | | **室温** | | ℃ | | | **湿度** | | | % | |
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| **验收结论** | 结论（以会议形式验收的须写明会议时间地点）：  **日期：** | | | | | | | | | | | | | |
| **成员** | **姓 名** | | **单 位** | | | | | **职 称** | | | **签 名** | | |
| **组 长** |  | |  | | | | |  | | |  | | |
| **组 员** |  | |  | | | | |  | | |  | | |
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| **3.3 现场培训情况** | | | | | | | | |
| **培训人数** | | **人** | **培训时间** | **小时** | **设备操作**  **熟练程度** | | |  |
| **是否全部掌握设备功能** | |  | | **是否全部掌握**  **设备基本维护方法** | |  | | |
| **受训人员** | | **签名：**  **日期：** | | | | | | |
| **用户单位**  **意见**  **（公章）** | | **负责人（签名）：**  **日期：** | | | | | | |
| **四、附件材料** | | | | | | | | |
| **序号** | **材料名称** | | | | | | **有无** | **页数** |
| **1** | **合同/技术协议中技术参数及验收方案** | | | | | |  |  |
| **2** | **第三方检测报告（需要时）** | | | | | |  |  |
| **3** | **技术参数对照表（需供货商、用户单位签字盖章）** | | | | | |  |  |
| **4** | **安装现场培训完成过程表（需供货商、用户单位签字盖章）** | | | | | |  |  |
| **5** | **随机交付的备品配件、工具及赠品清单（需供货商、用户单位签字盖章）** | | | | | |  |  |
| **6** | **遗留问题清单（需供货商、用户单位签字盖章）** | | | | | |  |  |
| **7** | **有关验收的协议等** | | | | | |  |  |
| **8** | **指标验收过程形成的谱图等** | | | | | |  |  |
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**附件1.合同/技术协议中技术参数及验收方案**

**附件2.第三方检测报告（**附检测报告原件**）**

**附件3.设备验收技术参数对照表**

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| --- | --- | --- | --- | --- | --- | --- |
| **设备名称** | |  | | | **型号** |  |
| **到货日期** | |  | | | **验收日期** |  |
| **序号** | **参数要求规格** | | **参数实测规格** | | **是否偏离** | **情况说明** |
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| **用户单位：**  **用户代表签名：**  **日期：**  **（公章）** | | | | **供应商：**  **供应商代表签名：**  **日期：**  **（公章）** | | |

**注：最后1行下面请注明“以下空白”。**

**附件4.安装现场培训完成过程表**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **设备名称** |  | | | **型号** |  |
| **培训日期** | **培训内容** | **培训方法** | **培训时间**  **（小时）** | **讲授人** | **受训人** |
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| **用户单位：**  **用户代表签名：**  **日期：**  **（公章）** | | | **供应商：**  **供应商代表签名：**  **日期：**  **（公章）** | | |

**注：1.培训方法包括①看说明书自行操作；②讲授人先讲解示范，然后受训人操作；③受训人操作，讲授人在一旁指导；④其他（其他请说明具体方法）。“培训内容”可直接填对应编号。**

**2.最后1行下面请注明“以下空白”。**

**附件5.随机交付的备品配件、工具及赠品清单**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **设备名称** | |  | | **型 号** |  |
| **备品配件** | **名 称** | | **规 格** | **数 量** | **备 注** |
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| **工 具** | **名 称** | | **规 格** | **数 量** | **备 注** |
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| **赠 品** | **名 称** | | **规格** | **数 量** | **备 注** |
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| **用户单位：**  **用户代表签名：**  **日期：**  **（公章）** | | | | **供应商：**  **供应商代表签名：**  **日期：**  **（公章）** | |

**注：最后1行下面请注明“以下空白”。**

**附件6.设备验收遗留问题清单**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **设备名称** | |  | | **型号** |  |
| **到货日期** | |  | | **验收日期** |  |
| **序号** | **遗留问题** | | | **解决方案** | |
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| **用户单位：**  **用户代表签名：**  **日期：**  **（公章）** | | | **供应商：**  **供应商代表签名：**  **日期：**  **（公章）** | | |

**注：最后1行下面请注明“以下空白”。**