



Example Procedure

CALIBRATION & MAINTENANCE

1. PURPOSE

This Procedure describes sound practices for adequate selection, calibration, maintenance and control of inspection and test equipment required by the company to ensure proper functioning when demonstrating product conformance to specified requirements.

2. SCOPE

This procedure applies to all inspection and test equipment used when verifying that products are achieving customer, [insert Company Name] and regulatory specifications.

The [insert relevant positions] are directly responsible for this procedure.

3. TERMS & DEFINITIONS

NIL

4. PROCESS

REVIEW OF INSPECTION AND TEST EQUIPMENT

The [insert relevant positions] is responsible for review of inspection and test equipment in relation to its accuracy and precision to demonstrate conformance of products to specified requirements. This review is conducted a minimum of once a year following Management Review.

If a new piece of inspection and test equipment is recommended (including test hardware and software), the [insert relevant positions] is/are responsible for the initial verification prior to acquisition, and the subsequent re-verifications to ensure that it is capable of the accuracy and precision required. Records of these verifications are kept by the [insert relevant positions].

All equipment used at the company site for inspection and testing or for calibration of these equipment, are listed on the Test Equipment Calibration Chart [insert document number], which is approved by the [insert relevant positions].

The Test Equipment Calibration Chart [insert document number] is updated as required by the [insert relevant positions], detailing equipment name and identification, use, location, capacity, permitted tolerances, task instructions (for its use where applicable) and frequency and position responsible of internal and external calibrations/maintenance.

INTERNAL CALIBRATIONS OF INSPECTION AND TEST EQUIPMENT

Internal calibrations and/or calibration checks are the responsibility of the [insert relevant positions] in charge of the Test Equipment and conducted as per frequency defined and conducted following relevant task instructions listed on the Test Equipment Calibration Chart [insert document number].

Inspection and Test Equipment is not to be used after calibration due date to minimise risk of product non-conformances.

The relevant Department Manager is responsible for preparing Test Equipment Calibration Records (insert document number) for equipment to be internally calibrated, detailing the equipment, reference to be used, task instruction, acceptance tolerance and frequency of checks.

Results of internal calibration checks are recorded by the position responsible on Test Equipment Calibration Record (insert document number) including expected and obtained measure, if passed and the initials of person who performed check.

If equipment is found out of tolerance, a HOLD label must be attached to prevent further use until re-calibration done by internal or external agents.

A Non-Conformance Report (insert document number) must be completed and forwarded to the (insert relevant positions) who must assess the validity of previous inspection and test results, from the last successful calibration check.

The (insert relevant positions) is responsible for determining the disposition of affected products and for a corrective action. These are recorded on the Non-Conformance Report (insert document number).

Once equipment is re-calibrated, the (insert relevant positions) must authorise the re-use of equipment by signing Test Equipment Calibration Record (insert document number).

EXTERNAL CALIBRATIONS OF INSPECTION AND TEST EQUIPMENT

It is the responsibility of the (insert relevant positions) that external calibrations of inspection and test equipment be carried out by agents with NATA certification or with traceability of standards to national standards of measurement, when applicable, at frequency defined in Test Equipment Calibration Chart (insert document number).

The external agent must label the equipment after calibration with date of next calibration and status. A report of the calibration must be supplied by the agent and kept by the (insert relevant positions) for future reference.

A review (with signature) of the agent's report must be done by the (insert relevant positions) to ensure that results were within specified tolerances.

If the item is found to be out of tolerance, a Non-Conformance Report shall be raised and followed.

MAINTENANCE OF INSPECTION AND TEST EQUIPMENT

The relevant Department Manager where test equipment is used, is responsible for its storage and/or security to ensure maintenance of accuracy and precision.

OUTCOME.

Only correctly calibrated and maintained testing equipment is to be used for assessing quality and compliance.

5. DOCUMENTATION & RECORDS

The following records shall be maintained to assure this program was conducted according to the Quality Policy.

- Calibration & Maintenance Schedule
- Test Equipment Calibration Chart
- Calibration Reports
- Non-Conformance Reports



6. DOCUMENT HISTORY

Version No.:			
Last saved by:		Date:	
Original Author:		Date:	
Approved by:		Date:	

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