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| **STANDARD OPERATING PROCEDURE**  CALIBRATION |

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| **Author** | | |
| **Name** | Arqam Sattar | **Signature** |
| **Designation** | Assistant Manager Electrical |
| **Date** | 10-01-2020 |
| **Review** | | |
| **Name** | Waqar Islam | **Signature** |
| **Designation** | Maintenance Head |
| **Date** | 10-01-2020 |
| **Approval** | | |
| **Name** | Ahsaan Abid | **Signature** |
| **Designation** | General Manager |
| **Date** | 10-01-2020 |

## Purpose

The main purpose of calibration is to keep the equipments or instruments in a better condition for reliable and more accurate results.

## Scope

## This procedure is applicable to the weighing scales present in the factory premises and this is to intimate to all the staff of maintenance department that they are bound to follow the procedures of calibration. They have to follow instructions and working process of equipments and its related handling.

## Responsibilities

* Deputy Manager Electrical or Assistant Manager Electrical are responsible for all the in-house calibrations.
* Designated staff is responsible for its accurate working.
* All the individuals connected to this process are bound to follow.

## Procedure

Before calibrating the scales, please check the following things:

* Clean the weighing platforms properly.
* Inspect all the electrical connections and if there is a loose connection, make it a secure connection.
* Check the indicator panel and load cell are working properly.

After these checks, Turn ON the scale by pressing the Power ON button.

After turning on the scale, perform the procedure described below:

* Press the accumulative clear key and zero key at the same time. It enters the calibration mode and it displays [d 001].
* Select the division‘d’ by pressing the tare key again and again to choose the division among 1,2,5,10,20,50. If confirmed, press the zero key to enter the next step and it displays [dP 2].
* To choose the decimal point, press tare key again and again to choose the bit of decimal point among 0, 1,2,3,4. If confirmed, press the zero key to enter the next step and it displays [F 030.00].
* Set the full capacity by using accumulative add key, Kg/Lb switch key and tear key. After setting the full capacity, press the zero key to enter the next step and it displays [noLoAd].
* This step is the setup of zero point. Make sure there is no load on the scale. When the stable light is on, press zero key to confirm the zero point. The indicator displays “---" about two seconds, then entering load calibration and it displays [AdLoAd].
* After two to three seconds, the display [AdLoAd] changes to [A030.00]. Now, input the real weight of the load by using accumulative add key, Kg/Lb switch key and tear key. When the stable light is on, press the zero key to confirm, the indicator displays “---" for few seconds and displays the real weight on the screen.
* This ends the calibration and it returns to the weighing mode.

**Note:** In the calibration, press clear key can interrupt it and returns it back from the calibration mode to the weighing mode.

To shut down the scale:

Press the power button for 2-3 seconds to OFF the scale.

All other instruments have different programs to calibrate which we have trained staff for this.

**In case we found a faulty instrument or equipment during calibration or during maintenance, we have the usual practice to check that instrument and repair it. If it is not repairable then we replace it with spare one or put the tag “out of service” if that specific instrument is not available in-house.**

## Calibration Frequency

1. Calibration Frequency of weighing scale is defined as of 60 Days.
2. Calibration Frequency of other instruments is defined as of 1 Year.

## Associated Documents and Records

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| --- | --- | --- | --- | --- | --- | --- |
| **Sr. #** | **Name of Equipment** | **Equipment Code** | **Duration/ Frequency** | **Calibration Date** | **Next Calibration Due Date** | **Remarks** |
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**AMENDMENT HISTORY**

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| --- | --- | --- | --- |
| **REV. #** | **DCR #** | **SECTION** | **AMENDED TEXT** |
| 1 |  | 4 | All other instruments have different programs to calibrate which we have trained staff for this. |
| 5 | Calibration Frequency of other instruments is defined as of 1 Year. |

\* All changes made in the document are notified in the Amendment History Table.