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| <b>NAME OF ORGANIZATION</b> |                    | Doc.No.<br>ABC/BRC/25              |
| TITLE                       | <b>Calibration</b> | ISSUE NO : 1.0<br>REVISION NO.: 00 |
|                             |                    | Issue Date: 01 Sept.<br>2022       |

|                  | <b>Prepared by</b> | <b>Reviewed By</b> | <b>Approved by</b> |
|------------------|--------------------|--------------------|--------------------|
| <b>Name</b>      |                    |                    |                    |
| <b>Function</b>  |                    |                    |                    |
| <b>Date</b>      |                    |                    |                    |
| <b>Signature</b> |                    |                    |                    |

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### AMENDMENT RECORD SHEET

| Issue No.1.0 |             |                  |         | Date 01.09.2022 |                  |
|--------------|-------------|------------------|---------|-----------------|------------------|
| SI<br>No     | Document No | Current Revision |         |                 | Nature of Change |
|              |             | Issue<br>No      | Rev.No. | Date            |                  |
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#### 1. PURPOSE

- To establish and maintain a procedure for calibration or verification of measuring and monitoring equipment's.

#### 2. SCOPE

- All measuring equipment's in various departments in the company

#### 3. RESPONSIBILITY

- Maintenance In charges are responsible for coordinating the activities

#### 4. PROCEDURE

The maintenance department maintains a list measuring and monitoring equipment's that are requiring calibration / verification. This includes the following aspects:

1. S.No
2. Name of equipment
3. ID number
4. Location
5. Range
6. Method of calibration
7. Model
8. Frequency
9. Calibration done on
10. Calibration due on

Equipment's are calibrated as per the schedule based on the internal or external calibration method specified.

Wherever internal calibration methods are adopted for calibrating the equipment's the master equipment's are calibrated and are traceable to national/ international standards

Calibration status will be available on the equipment to the status.

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Records/ certificates of calibration is maintained

The master equipment's that are used for calibration are suitably protected.

In case the validity of the pervious measurement results of an equipment is found not to conform to requirements the following actions are taken;

- (a) the equipment is send for calibration immediately
- (b) the products which are accepted based on the equipment's for the immediate past are re verified.
- (c) An emergency MRM is conducted.

Records of such actions are maintained.

When used in the monitoring and measurement of specified requirements, the ability of computer software to satisfy the intended application is confirmed.

This is undertaken prior to initial use and subsequently reconfirmed yearly.

## **5.0 REFERENCE**

- Procedure for control of records

## **6.0 RECORDS**

- List equipment's for calibration
- Calibration certificates