

Name of company		Doc.No. ABC/BRC/25
TITLE	Procedure for Calibration	ISSUE NO : 1.0
		REVISION NO.: 00
		Issue Date: 01 January. 2023

	Prepared by	Reviewed By	Approved by
Name			
Function			
Date			
Signature			

Name of company		Doc.No. ABC/BRC/25
TITLE	Procedure for Calibration	ISSUE NO : 1.0 REVISION NO.: 00
		Issue Date: 01 January. 2023

AMENDMENT RECORD SHEET

Issue No.1.0					Date 01.01.2023
Sl No	Document No	Current Revision			Nature of Change
		Issue No	Rev.No.	Date	

	Prepared by	Reviewed By	Approved by
Name			
Function			
Date			
Signature			

<b>Name of company</b>		Doc.No. ABC/BRC/25
TITLE	<b>Procedure for Calibration</b>	ISSUE NO : 1.0 REVISION NO.: 00
		Issue Date: 01 January. 2023

## 1.0 Objective

To establish and maintain a procedure for calibration or verification of measuring and monitoring equipments.

## 2.0 Scope

All measuring equipment's in various departments in the company

## 3.0 Responsibility

Maintenance In charges are responsible for coordinating the activities

## 4.0 Procedure

The maintenance department maintains a list measuring and monitoring equipments that are requiring calibration / verification. This include the following aspects:

1. Sl.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

The equipments are calibrated as per the schedule based on the internal or external calibration method specified.

<b>Name of company</b>		Doc.No. ABC/BRC/25
TITLE	<b>Procedure for Calibration</b>	ISSUE NO : 1.0 REVISION NO.: 00
		Issue Date: 01 January. 2023

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

The calibration status will be available on the equipment to the status .

The 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 equipments 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

1. List equipment's for calibration
2. Calibration certificates