

<h1>SRI</h1>		ISO 9001: 2015 Quality Management System Quality Procedure Manual	
Document No: SRI-QPM 022			Revision No :01
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Title : Procedure for Calibration of Equipment			

1. Calibration of Equipment

1.1 Scope

Identifying the measuring equipment that is required for calibration and ensuring that the validity of measurement results are maintained and retained as documented information,

1.2 Responsibility

1.2.1 Calibration of measuring equipment and maintaining the documented information is the responsibility of the head of the R&D with the co-operation of heads of operational departments.

1.2.2 Ensure measuring equipment is Calibrated at specified intervals and safeguard form adjustments and damage.

1.2.3 Calibration tests are carried out by a trained staff employee under direct supervision of R&D.

2 Procedure

2.1 Calibration of Master Gauges and Instruments

2.1.1. Master gauges are calibrated by an approved laboratory and maintain a list of master gauges. Frequency of calibration is defined and documented information maintained with regard to master gauges.

2.1.2 External laboratory calibration reports and the basis used for calibration is retained as documented information and the evidence of the conformity to the requirement of measurement traceability.

2.2 .Calibration of Work Gauges and Instruments

2.2.1. Work Gauges and Instrument are calibrated as per the Calibration Work Procedure (WI-032) and Acceptable Tolerances for work Gauges and Instruments MM-List-03

2.2.2 Measuring results will be recorded to the last decimal place that the tolerance of the equipment is defined and recorded

2.2.3 Each measuring equipment shall have its own ID number, Calibration certificate and calibration sticker

If MR signature is absent this will not be a controlled document.	Signature of Management Representative	
	Date	

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2.2.4 Record the readings on calibration certificate (MM-REC-01) or verification certificate. (MM-REC-02) Each calibration certificate will list the tolerance ranges of the equipment.

2.2.5 If any error ranges are identified. Error correction is included in the calibration certificate .

If the equipment is found to be beyond the maximum tolerable error, and not usable. Return the gauge or instrument to the relevant department with NC report.

3.Related Documents & Records

- 3.1** Doc No- MM-List-01 Master List of Calibration -Master Gauges and Instruments
- 3.2** Doc No –MM-List-02 Equipment List of Calibration –Work Gauges and Instruments
- 3.3** Doc No –MM-List-03 Acceptable Tolerances for work Gauges and Instruments
- 3.4** Doc No- WI-032 Calibration Work Instruction
- 3.5** Doc No- MM-REC-01 Calibration Certificate
- 3.6** Doc No- MM-REC-02 Verification Certificate
- 3.7** Doc No-NCR-001 Non conformity Report

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