**Vendor Calibration Steps**

**Leaving MA BioOps:**

1. Verify the asset and serial numbers align for the item.
2. Open vendor tracker for the appropriate vendor on Teams:
   1. Open Teams and select **Teams** on the left menu.
   2. Under Teams, select **MA BIO Metrology Team**.
   3. Next to General, select **Files**.
   4. In Files, you should see a file titled **Vendor Tracking 20212022**.
   5. Open the file for the name of the vendor you’re using.
   6. Once inside, you should see an Excel file labelled Tracker. For example, the Mettler Toledo Tracker is named **Mettler\_Toledo\_Calibration\_Tracker.xlxs.** Open the file.
   7. Once the tracker is open, you will enter the following information:
      1. Asset #
      2. Work Order #
      3. Shipment Date
      4. Status – this can be as simple as “In Lab” or “At Vendor”
3. When it’s time to ship the items or when the vendor is here for a pickup, change status of work order to OFFSITE and return to the tracker to change the status of the item.
4. Stage equipment for pick-up.

**Returning to MA BioOps:**

1. Scan and email calibration documentation to yourself.
2. Review documentation in Adobe for:
   1. Serial number
   2. Completion
   3. Errors in reporting
   4. Signatures
   5. Standards used and calibration expiration dates for standards
   6. Completion date (make sure to note)
   7. Passes/Fails (make sure to note) [See As Found Failure notes below]
3. Select “Edit PDF” in Adobe to apply the header.
   1. The header should be in the following format:

Attachment 1 of 1

W/O 138602

Asset 171064

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VB 02 AUG 22

* 1. You can copy and paste the above into Adobe Acrobat and save the header for future use.
  2. In most cases, the header can be contained in the Center Header Text box. You can always break the information for your header up into the other two boxes as needed.
  3. Once you’ve updated your header’s information, click OK
  4. Your header should be applied to each page. Make sure it can be read on each page.

1. Save your changes in Adobe. I’ve found that it’s easier to save the PDFs as the work order number, especially for large batches of items.
2. Open the work order in Maximo and change the status to WPLN.
3. Click the icon under Attachments and select ‘Add New Attachment’, then ‘Add New File’.
   1. Under ‘Select a Folder’, ‘Attachments’ should be selected
   2. Click ‘Choose File’ and navigate to and select the appropriate file name
   3. For naming the document, use the following naming convention:
      1. MB/Rep/Vendor Calibration Report for \_\_\_\_\_ (asset number)
      2. Example: “MB/Rep/Vendor Calibration Report for 176444”
      3. Select OK and save your progress
      4. If you go back to ‘View Attachments’, your attachment should be listed
4. Ensure the Vendor Calibration Job Plan and Data Sheet are correct:
   1. Job Plan: 12838
   2. Data Sheet: 2739
5. Change the work order status to INPRG.
6. Select the Data Sheet tab and check the appropriate boxes for As Found and As Left:
   1. As Found pass or fail
   2. As Left pass or fail
7. Select the Log tab and input the following note:
   1. “Calibrated by vendor”
8. Select the Actuals tab.
   1. For Tools, use the Vendor Calibration Asset Number: 165003
   2. Input your time in labor
   3. Under Task Notes, input also “Calibrated by vendor”
      1. Add to this note if the item was OOT and/or adjusted
      2. “Calibrated by vendor. Adjusted for accuracy.”
   4. Select ‘Yes’ under Task Completed
   5. Save your work.
9. Go to Work Order main page. Scroll down to Actual Finish and enter the completion date from the Vendor Calibration Certificate.
10. Change Work Order status to WORKCOMP.
11. That’s It! Unless your ‘As Found’ data failed.

**As Found Failure**

If your As Found data has one or more failures:

1. Make note of the tests and ranges that were failures
2. Go to the asset page for the item you’re reviewing
3. Scroll down to the Process and Adjustment Ranges
   1. If the failures would pass by our tolerances:
      1. The data sheet should reflect PASS/PASS
      2. On the Log tab, note that the item failed by the vendor’s tolerances but not ours
      3. On the Work Order main page, check the Abn Obs? Box
   2. If the failures would fail by our tolerances:
      1. The data sheet should reflect FAIL/PASS
      2. On the Log tab, note that the item failed by the vendor’s tolerances and ours
      3. On the Work Order main page, check the Abn Obs? box