

		<u>YES</u>	<u>NO</u>	<u>N/A</u>
D.	Is there a procedure before returning out of tolerance equipment to the customer?	___	___	___
6.	<u>RECORDS</u>			
A.	Are records maintained with sufficient information to permit the repeat of the calibration?	___	___	___
B.	Do these records include the names of personnel involved in the calibration process?	___	___	___
C.	Are all records, reports, certificates, safely stored and held secure, and in confidence to the customer, for a period of time specified in the Quality Assurance Manual?	___	___	___
7.	<u>FACILITIES</u>			
A.	Are the facilities such as to facilitate the proper performance of calibrations and verifications?	___	___	___
B.	Does the facility have the environmental conditions appropriate for the calibrations being conducted?	___	___	___
C.	Does the facility provide adequate security, and protection from fire?	___	___	___
D.	Are the security, fire protection systems, reviewed to assure they are adequate?	___	___	___
E.	Are operations conducted in a safe manner to avoid personnel injury and/or damage to customer property?	___	___	___
8.	<u>CERTIFICATES/REPORTS</u>			
A.	Are calibration certificates/reports issued with the following information:			
	1. Name/address of calibration facility?	___	___	___
	2. Name/address of customer?	___	___	___
	3. Identification of equipment calibrated?	___	___	___
	4. Characterization and condition of the calibration?	___	___	___
	5. Calibration date?	___	___	___
	6. Calibration procedure used?	___	___	___