	COROMANDEL INTERNATIONAL LIMITED Sarigam	Doc No. : INST/ SOP/ 25
Issue No.01	DEPARTMENTAL MANUAL OF INSTRUMENT	Issue/ Revision Date: 02/10/2017
Revision: 00	Title: SAFE OPERATING PROCEDURE FOR CALIBRATION OF MASTER INSTRUMENTS	Page 1 of 2

1.0 PURPOSE:

For calibration & preventive maintenance of master instruments by third party for maintaining reliability

2.0 SCOPE:

This procedure is applicable for calibration& preventive maintenance of Master instruments in Coromandel International ltd. Sarigam unit by third party verification certificate.

3.0 DEFINITION:

NIL


4.0 PROCEDURE:

- 4.1 According to the schedule of master instrument calibration, quotation for calibration is obtained from different NABL certified parties & after techno-commercial negotiation, service order to be placed.
- 4.2 The master instruments are sent for calibration as per master instrument list.
- 4.3 When the instrument is sent to third party, Gate pass of that particular master instrument should be generate before sending.
- 4.4 One person from the instrument department will go to the third party LAB (when all the master instruments are calibrated), check the working of master instrument and then bring it back to the plant premises
- 4.5 The due date of third party's master instrument should be checked before bringing back master instrument to plant.
- 4.6 After the calibration is done, we need the NABL certificate, Traceability certificate for each instruments from the third party before taking it back.
- 4.7 All certificates & records should be file up.

5.0 FREQUENCY:

- 5.1 Once in a year, as per schedule

Prepared By :	Reviewed By :	Approved By :
Name :	Name :	Name :
Date :	Date :	Date :

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6.0 RESPONSIBILITIES:

Asst. Manager/Sr. Officer (Inst.)/ Area in-charge

7.0 ACCOUNTABILITY

Section Head

8.0 RECORDS:

Calibration Certificates should be maintained for Two years.

9.0 ATTACHMENTS :

Sr. No.	Format	Format No.
1	Master Instrument List	QF/EN/16

10.0 CHANGE RECORD :

Date	REV. NO.	CHANGES INCORPORATED
02/10/2017	00	Original Issue

**** END OF PROCEDURE ****

Prepared By :	Reviewed By :	Approved By :
Name :	Name :	Name :
Date :	Date :	Date :