

Manufacturing Equipment Calibration:

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1. Purpose

To ensure equipment accuracy and compliance through regular calibration.

2. Scope

Applies to all equipment requiring calibration in the facilities.

3. Responsibilities

- - **Calibration Technician: Performs and documents calibration.**
 - **Quality Assurance (QA) Manager: Oversees calibration activities and compliance.**
 - **Maintenance Supervisor: Coordinates scheduling and execution of calibration.**

4. Procedure

- - **Schedule:**
 - **Follow a calibration schedule based on equipment type and manufacturer recommendations.**
 - **Standards:**
 - **Use certified, traceable calibration standards.**
 - **Perform Calibration:**
 - **Calibrate equipment according to manufacturer's instructions.**
 - **Document results, including any adjustments made.**
 - **Documentation:**
 - **Complete Calibration Record forms and file in Equipment Calibration Log.**

- **Corrective Actions:**
 - **Address and document any deviations or equipment failures.**
- **Training:**
 - **Ensure personnel are trained in calibration procedures.**