



Instructions

The instructions presented in this document shall be followed by all Third Party Contractors regarding the Equipment Calibration Log. The Equipment Calibration Log is used to document all quality-critical tools and equipment used in the inspection, measurement, and or testing of the project's parts, materials, service, installation, or other project related work, are properly calibrated. The Equipment Calibration Log tracks all tools and equipment requiring calibration, calibration frequencies of those tools and equipment, dates calibrated, specification ranges, and calibration settings. The official version of the Equipment Calibration Log is maintained by the Third Party Contractor.

Third Party Contractors shall insert their own company logo in place of the Metra logo in the upper left-hand corner of the log.

This log, and any associated documentation, shall be turned over to Metra as a part of project closeout. All documents shall be scanned, copied to a CD or thumb drive and submitted to Metra electronically.

Follow the directions on the subsequent pages for entering data into the Equipment Calibration Log. The log shall be kept current at all times. All columns shall have the required entries without any blanks.

Notes:

1. To insert the Third Party logo, go to Page Setup in MS-Excel, click on the Custom Header button under the Header/Footer Tab, use the Insert Picture button and Format Picture button to insert and size the new logo in the Left Section of the Header.
2. Rows may be added as necessary to accommodate all tools and equipment on the project.
3. Row heights shall be adjusted so that all text is readable when printed.
4. Rows 1 - 5 of the RFIM Log are setup to repeat at the top of each page when printed.
5. The general layout of the form has been established by Metra and shall not be altered by the Third Party Contractor.



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Notes	Description
Note 1	Enter the project name.
Note 2	Enter the Metra project number.
Note 3	Enter the contract number.
Note 4	Enter the task number, if applicable.
Note 5	Enter the Third Party Contractor name.
Note 6	Enter the Metra Project Manager / Construction Manager name.
Note 7	Enter the equipment description.
Note 8	Enter the serial / model number.
Note 9	Enter the calibration frequency.
Note 10	Enter the date of last calibration.
Note 11	Enter the calibration due date.
Note 12	Enter the initials of the person that performed the calibration.
Note 13	Enter the setting before the calibration.
Note 14	Enter the acceptable specification range.
Note 15	Enter the setting after the calibration.
Note 16	Enter any additional comments, if applicable.



Project Name: Note 1

Project #: Note 2

Contract #: Note 3

Task #: Note 4

Third Party Contractor: Note 5

Metra's PM/CM: Note 6[illegible]