

PT. WARLBOR INTERNATIONAL INDONESIA

# Monitor and Measure Resource Control Procedures

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List of Document Modifications				
Date of modification	Modified content	Original version	Modified version	Modifier
20/05/2022	Initial released	Version A time 0	Version A time 0	Xiau Jianbin
10/03/2023	changed the version of writing from the Chinese version to 3 languages, namely mandarin, English and Indonesian.	Version A time 0	Version A time 1	Maweilei
09/10/2023	Divide the previous version into three and rewrite it according to the Chinese, English and Indonesian versions	Version A time 1	Version A time 2	Eliau
08/04/2024	To change PMC to Supply Chain and Quality Control to Quality.	Version A time 2	Version A time 3	Eliau

## 1. Objective

Ensure measurement and usage requirements are met through the management, calibration, and maintenance of monitoring and measurement resources.

## 2. Scope of application

This procedure applies to the control and management of all monitoring and measurement resources of the company.

## 3. Duty

3.1 Product sensory metrics monitor measurement resources

3.2 The monitoring and measurement of sensory indicators of the product is tested by the personnel of the evaluation committee, and the technical department is responsible.

3.3 Additional monitoring and measurement resources in addition to product sensory indicators

3.4 The Supply Chain department is responsible for monitoring and measuring the procurement of resources.

3.5 The user department is responsible for the acceptance, registration and management of monitoring and measurement resources, and is responsible for the maintenance and maintenance of equipment, responsible for providing the monitoring and measurement resource list and calibration equipment list to the Quality department, and cooperating with the monitoring and measurement resource verification work.

3.6 The Quality department is responsible for the management of experimental and inspection fixed assets, and is responsible for the verification of monitoring and measurement resources.

3.7 The Quality Department is responsible for the preparation and revision of this procedure document.

## 4. Definition

4.1 Monitoring resource: A device used to monitor the working status of a production or service process. It is an integral part of production equipment, mainly including temperature, pressure and other measurement facilities assembled on production equipment.

4.2 Measurement resources: equipment or personnel that determine the numerical values that can be quantified, and determine whether the measured object meets the specified requirements according to the measurement results. It mainly includes analytical instruments and personnel used in raw materials and finished product inspections such as specifications, quantity, weight, chemical composition, packaging, and sensory.

## 5. Content

### 5.1 Product sensory metrics monitor the management of measurement resources

5.1.1 For the personnel engaged in the determination of product sensory indicators, the technical department needs to provide them with pre-job training, and after passing the job, and verify and assess the accuracy of their judgment from time to time.

### 5.2 Management of monitoring and measurement resources in addition to product sensory indicators

5.2.1 Monitor and measure resource requisitions, acceptances, and registrations. If the application, acceptance and registration of fixed assets are involved, they are relevant in accordance with the Interim Measures for the Management of Fixed Assets Provision for enforcement.

#### 5.2.1.1 Purchase

The user department shall purchase equipment according to the relevant provisions of the Procurement Control Procedure as needed. Choose metering equipment with the required accuracy and precision to ensure that product-related specifications are met of monitoring and Measurement Measure.

#### 5.2.2 Acceptance

After the newly purchased monitoring or measurement resources arrive at the factory, the Supply Chain department must notify the user department for acceptance (including instructions, Certificate of conformity and factory inspection report), if the acceptance is unqualified, it shall be implemented in accordance with the provisions of the "Equipment and Facilities Management



Control Procedures".

#### 5.2.3 Check in

After the monitoring and measurement resources are accepted and qualified, each user department shall self-number and include the "\_\_\_ monitoring and measurement resources" of the department List", after review by the supervisor and approval by the head of the department, submitted to the Quality department for the record, After the review by the Quality department, it was included in the company's \_\_\_Monitoring and Measurement Resource Checklist.

#### 5.2.4 In addition to the sensory indicators of the product, the use and maintenance of other monitoring and measurement resources should be carried out in strict accordance with the requirements of the operating documents prepared by the use department, and the daily maintenance of the equipment should be carried out by the use department.

### 5.3 Calibration cycles for monitoring and measuring resources other than product sensory indicators

#### 5.3.1 Monitoring and measurement resources can only be released and used after the initial acceptance and verification, and if they are unqualified, they will be implemented in accordance with the provisions of the "Equipment and Facilities Management Control Procedures".

#### 5.3.2 Measurement resources fall into three categories:

- a) External school category: send it to relevant institutions with verification or calibration qualifications for verification;
- b) Internal school category: check against the equipment certified by the national certification agency;
- c) Exemption from schooling: Equipment that has no direct impact on product quality or inspection results can be exempted from calibration. Factory-calibrated devices are exempt from calibration for the first year.

#### 5.3.3 The monitoring and measurement resources used by each department of the company are provided by the use department to provide a list of calibration equipment, and the Quality department uniformly compiles the "\_\_\_ Monitoring

and Measurement Resources Calibration Schedule", which is reviewed by the manager of the Quality department and approved by the leader in charge, the Quality department is responsible for contacting the measurement and verification agency for external school work according to the planned cycle, and is responsible for or cooperating with the relevant user departments to implement the internal school work.

5.3.4 After the verification is completed, the calibration label needs to be filled in and affixed to the equipment, the internal school will be issued by the Quality department to issue the verification label and report, and the external school will be issued by the third-party verification or calibration agency to issue the verification label and report.

- a) Qualified monitoring and measurement resources, affixed verification qualified labels; Post-calibration monitoring and measurement resources with calibration completion labels;
- b) The monitoring and measurement resources that fail to be verified and verified should be labeled with red unqualified labels, and at the same time, the use department should be notified in time to re-evaluate the product records using the monitoring and measurement resources, and trace until there is a time that can prove that the equipment used is accurate, and the products that have been tested by them should be re-evaluated, and necessary measures should be taken, and records should be made for products that cannot be recovered.
- c) When calibration results in a set of correction factors, monitoring and measuring resources should be applied correctly. Monitoring and measurement resources where the indication error given by calibration exceeds the factory design value is handled in accordance with 5.3.4 b).

5.4 In addition to the sensory indicators of the product, other monitoring and measuring resources handling, storage and protection of resources.

#### 5.4.1 Carry

During monitoring and measuring the handling of resources, necessary safety

protection measures should be taken to avoid collisions and falls.

#### 5.4.2 Reserve

The monitoring and measurement resources that are temporarily not used and standby should be stored in the designated place, the storage place should maintain a suitable temperature, humidity, dust, rust and other measures, when the storage equipment is re-enabled, if the calibration period has been exceeded, the equipment should be re-calibrated.

#### 5.4.3 Protection

During handling, storage and use, necessary protective measures should be taken in accordance with the requirements of the instruction manual to ensure that the accuracy and applicability of monitoring and measurement resources remain intact.

5.5 In addition to the sensory indicators of the product, other monitoring and measurement resources are used for repair and damage decommissioning.

If the repair and damage deactivation of fixed assets are involved, the relevant provisions of the Interim Measures for Fixed Asset Management shall be followed Yes.

#### 5.5.1 Maintenance

When the user department finds that the monitoring and measurement resources used are abnormal or the verification is unqualified, it shall notify the relevant department for maintenance, and the equipment can be returned to the use department for use only after the equipment is repaired and verified.

#### 5.5.2 Damage deactivation processing

For monitoring and measurement resources where the fault cannot be repaired, each user department shall promptly remove the equipment from the "\_\_Monitor and measure resources Checklist", after review by the head of the department, will be updated 《\_\_Monitor and measure resources The list is sent to the Quality department for the record, and the equipment is cancelled. If the equipment involves a calibration plan, the Quality department must be in sync with it Monitor and measure resource correction plans for revision.

**6. Related documents**

6.1 Interim Measures for Fixed Asset Management

6.2 WII/QP-06 《Equipment and Facilities Management Control Procedures》

6.3 WII/QP-10 Procurement Control Procedures

**7. Related records**

7.1 WII/QR03-07 (Measuring Equipment Calibration Master List)