



KENYA URBAN ROADS AUTHORITY
Transforming Urban Mobility

ROAD ASSET AND CORRIDOR MANAGEMENT	
TITLE: Operating Procedure	DOC. NO. : KURA/RACM/WI/002
SUBJECT: Calibration of Measuring Devices	ISSUE NO.: 002 REV. NO.:001
CUSTODIAN: Director (Road Asset and Corridor Management) D (RACM)	DATE: 24 th February, 2025

CONTENT:

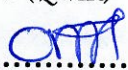
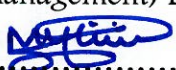
1. Purpose
2. Scope
3. References
4. Acronyms
5. Principal Responsibility
6. Inputs
7. Method
8. Outputs
9. Records
10. Risks
11. Appendices

0.1 CHANGE OF RECORDS:

Rev. No.	Date	Details of Change/Reason for Change	Revised By	Checked By	Approved By

0.2 CIRCULATION:

This Procedure is issued on Controlled basis by the Quality Management Representative (QMR) and Director (Road Asset and Corridor Management) D (RACM) is the Custodian.

Issued By: Quality Management Representative (QMR)	Authorized By: Director (Road Asset and Corridor Management) D(RACM)
Signature:..... Date: 24/2/2025	Signature:..... Date: 24/2/25

1.0 PURPOSE

This is to ensure timely and proper calibration of measurement equipment used for roadworks and axle load monitoring in Kenya Urban Roads Authority (KURA).

2.0 SCOPE

The procedure covers all measuring devices for Roadworks and Axle load weigh bridges in KURA.

3.0 REFERENCES

- 3.1 Equipment Manufacturers Manuals
- 3.2 ISO 9001:2015 Standard
- 3.3 KURA risk register
- 3.4 The Weights and Measures Act

4.0 ACRONYMS

- | | | | |
|-----|----------|---|---|
| 4.1 | D (RACM) | ~ | Director (Road Asset and Corridor Management) |
| 4.2 | DD (RAM) | ~ | Deputy Director (Road Asset Management) |
| 4.3 | DOC | ~ | Document |
| 4.4 | OP | ~ | Operating Procedure |
| 4.5 | QMR | ~ | Quality Management Representative |
| 4.6 | RA&CM | ~ | Road Asset and Corridor Management |
| 4.7 | REV | ~ | Revision |

5.0 PRINCIPAL RESPONSIBILITY

The Deputy Director (Road Asset Management) DD (RAM) is responsible for implementation of this Procedure.

6.0 INPUTS

- 6.1 Authorized Firm/Company
- 6.2 Calibration Register
- 6.3 Calibration Budget

7.0 METHOD

- 7.1 The axle load weigh bridges and all other measuring devices shall have unique identification numbers and shall be registered in the Measuring Device Register
- 7.2 The DD (RAM) in consultation with the DDs (URC) for all the regions shall prepare a Calibration Schedule for axle load measuring equipment at the beginning of the financial year for all axle load measuring devices
- 7.3 The DDs (URC) for all the regions shall prepare a Calibration Schedule for all other measuring equipments/devices used for roadworks at the beginning of the financial year
- 7.4 The DD (RAM) and DDs (URC) for regions shall ensure all measuring equipments are calibrated as indicated in the calibration schedules for axle load measuring devices and other measuring devices respectively

7.5 Each measuring equipment shall have individual calibration card and the card shall be individually maintained, indicating the accuracy and calibration status and shall be in the custody of D (RACM).

7.6 The DD(RAM) in consultation with the DDs (URC) for all the regions shall review quarterly the calibration status of each measuring equipment and issue a report to the D(RACM)

7.7 Measuring equipment shall be calibrated at regulator Authorized Firms.

7.8 After calibration, the measuring equipment shall be validated by an approved body and a Valid Verification Certificate shall be issued.

8.0 OUTPUTS

8.1 Accurate axle load measurement

9.0 RECORDS

9.1 Measuring Device Register

9.2 Valid Verification Certificates

9.3 Individual Calibration Card

9.4 Calibration Register

9.5 Calibration Schedules

9.6 Quarterly Calibration Reports

10.0 RISKS

For Risks associated with this procedure, Refer to KURA Risk Register

11.0 APPENDICES

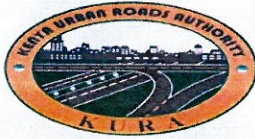
Appendix 1: Flow Chart

Appendix 2: Measuring Device Register

Appendix 3: Calibration Schedule

Appendix 4: Individual Calibration Card

Appendix 5: Calibration Register



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KURA/MS/RG/022

MEASURING DEVICE REGISTER

No.	Description	Manufacturer	Accuracy	Date Purchased	Date Withdrawn



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CALIBRATION SCHEDULE

Equipment	Calibration Frequency



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KURA/MS/FM/024

INDIVIDUAL CALIBRATION CARD

Calibration period Month

Period changed

Reason Sign Date

Months

Equipment No

Description:

Manufacturer:

Date of Purchase: Original Certificate No.

Calibration Requirement

Date Sent	Date Calibrated	Calibration Center	Certification No.	Results Reviewed	Date into Use



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KURA/MS/RG/025

CALIBRATION REGISTER

No.	Description	Manufacturer	Date Calibrated	Remarks

ISO 9001: 2015- Kenya Urban Roads Authority

Calibration Register

