

BTS/M.W.Cripwell Ltd.

QP 04-01

EQUIPMENT CALIBRATION

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1. INTRODUCTION & PROCEDURE

- 1.1** In order to ensure accuracy of test and measuring equipment, with standards traceable to National Standards, equipment, as necessary, will be sent to a suitably approved outside agency.
- 1.2** Each item of inspection and test equipment will be identified by a unique serial number (where available the manufacturer's number will be used).
- 1.3** Certificates of Calibration will be supplied by the outside agency as part of the contract. Where internal calibration is undertaken we will provide a record of results to act as a certificate.
- 1.4** Calibrated equipment will be labeled to indicate when the next calibration check is due.
- 1.5** Calibration labels will be affixed in such a way that it is evident if the equipment has been tampered with. (eg stuck over screws, over battery compartment etc.) and hence requires recalibration.
- 1.6** The system will be monitored by the Administrator, they will ensure that equipment is returned to the office in good time for recalibration to be undertaken.
- 1.7** Upon receipt of calibration certificates from outside agencies, the results will be checked and if necessary appropriate actions initiated.
- 1.8** Internal calibration will be undertaken by suitably qualified personnel using the 'Master/slave' technique, and completing an 'Internal Calibration Certificate'

2 Records

- 2.1** A control list of all equipment requiring to be calibrated is kept.
- 2.2** Calibration Certificates will be stored in a designated file.

3 Items out of Calibration

- 3.1** If an item of equipment is found to have been out of tolerance, and requiring adjustment by the external calibration agency, the Operations/Business Manager will determine what actions need to be taken.

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- 3.2 Should internal calibration reveal equipment to be outside of the tolerance the engineering management will decide on appropriate actions.
 - 3.3 The Operations/Business Manager will also assess the validity of previous inspection and test results which may have been carried out using the faulty equipment, and advise if installations require re-testing.
- 4 Contracts**
- 4.1 The Operations/Business Manager negotiate contracts for calibration and maintenance with external agencies.
 - 4.2 The external agency may be asked to provide further details if a piece of equipment is found to be out of calibration, so the validity of previous measurements can be assessed as in 2.3 above.
- 5. Tolerances for equipment**
- 5.1 For equipment calibrated by external agencies the tolerance will be in accordance with the manufacturers stated tolerances.
 - 5.2 For the purchase of new equipment, and internal calibration, the tolerances/accuracy will be a maximum of + or - 5%.