



replace with
LOGO

CONTROL OF MONITORING & MEASURING DEVICES PROCEDURE

[Document #]

Rev.	Date	Nature of Changes	Issued By	Approved By

1. SUMMARY

- 1.1. The purpose of this procedure is to define and communicate the methods and requirements for calibration and verification of monitoring and measuring equipment used by [Company Name] to determine the acceptability of product or service.

2. SCOPE

- 2.1. This procedure applies to all [Company Name] monitoring and measurement equipment used for the purposes of inspection or testing of product or service prior to advancement to an ensuing process or final distribution to customer or consumer.

3. REFERENCE DOCUMENTS

Associated Documents, Forms and Records referenced in this procedure are as follows:

- **ISO 9001:2015**
- **Quality Manual**
- **Calibration Record**
- **Calibration Log**
- **Calibrated Equipment Sign-out Log**

4. ROLES & RESPONSIBILITIES

- 4.1. It is the responsibility of [Position Title] for the implementation and management of this procedure.
- 4.2. Other roles and responsibilities associated with this procedure are as follows *(If Required)*:
- [Other Roles & Responsibilities]
 - [Other Roles & Responsibilities]
 - [Other Roles & Responsibilities]

5. CALIBRATION

- 5.1. A qualified testing lab using verification tests traceable to a national standard (when applicable) shall be used to calibrate each piece of measuring and test equipment.

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- 5.2. All measuring and test equipment used for the purpose of providing confidence in the validity of measurement results, shall be calibrated against measurable standards traceable to national/international standards (NIST). In cases where there is no standard for measurement, the basis used for calibration or verification shall be recorded and identified on calibration certificate.
 - 5.3. All in-house calibration shall be carried out in accordance with documented procedures suitable to the specific type of monitoring and measurement activities being undertaken.
 - 5.4. Suitable environmental conditions for calibration shall be maintained at all times. Conditions such as temperature and relative humidity are to be recorded on calibration test certificates or other relevant calibration documentation provided by calibration service providers. For in-house calibration, the [Position Title] will ensure suitable environmental conditions for calibration.

5.5. [Redacted]

[Redacted]

[Redacted]

[Redacted]

Employees may only use devices for acceptance testing that are current on calibration.

[Redacted]

[Redacted]

[Redacted]

5.12

[Redacted]

6. VERIFICATION

6.1.

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

7. RECEIVING, HANDLING & STORAGE

7.1. All measuring and test equipment received are subject to the following inspections and/or

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]