

## **Adding Calibration Date Stickers to Test Equipment**

### **Purpose:**

This document instructs staff on the importance of adding date stickers to calibrated test equipment and provides guidelines for correct sticker placement.

### **1. Objective of Date Stickers**

- **Reason:** Calibration date stickers provide an at-a-glance indicator of the last calibration date, making it easy to determine when the next calibration is due.
- **Importance:** Helps avoid using equipment that may be out of calibration, ensuring measurement accuracy and compliance.

### **2. Procedure for Applying Date Stickers**

1. **Check Calibration Date:** Verify the date of calibration before applying the sticker.
2. **Sticker Placement:** Place the sticker in a visible location on the equipment.
3. **Labelling:** Write the date of calibration clearly on the sticker.

### **3. Frequency of Re-Calibration**

- Regularly check the calibration schedule to ensure equipment is recalibrated before the due date.

### **Remember:**

Using calibrated equipment beyond its calibration date can lead to inaccurate results, impacting safety and compliance. We do not want Equipment going out to hospitals that have been calibrated against test equipment that is out of calibration.