CALIBRATION

The purpose of this procedure is to describe the system in use at the company in order to ensure that pertinent test equipment, which can affect product quality and safety, is controlled and maintained. The equipment will be used in a manner, which ensures that measurement uncertainty is known and is consistent with the required measurement capability. The responsibility for the control and maintenance of measuring equipment rests with the Technical Engineers. This control will be by the Register of Measuring Equipment.

All items of equipment requiring calibration will have a record card and be allocated a unique serial number. Test equipment being used for indication only will be identified as such. Each item of equipment will be colour coded

Calibration will be done within the month stipulated, as dictated by the calibration programme. Calibrated equipment will have attached a "Calibrated" sticker showing date and next due date. Additional calibration checks will be undertaken if:

a) The equipment has been dropped or damaged.
b) The user has reason to suspect the equipments accuracy.

Any item of equipment, which cannot be re-calibrated, will be withdrawn for repair or, if irreparable, scrapped and replaced. Fully qualified personnel only, will perform adjustments to equipment. All calibrated equipment will be sealed against inadvertent adjustments, with an "Invalid if Broken" seal.

Maintenance records are maintained for items of equipment that are purely for production assistance only, such as the Pillar drill, Band saw etc. Maintained items will be checked on a prior to use basis and the appropriate checklist signed and dated.

CORRECTIVE ACTIONS

When measuring and test equipment is found to be outside the required calibration limits, evaluation will be made to assess the effect of this upon completed product. Considerations will be made as to what extent re-processing, re-testing, further inspection, re-calibration or complete rejection may be necessary. Should the evaluation result in recall of product from customers, then, the General Director will take the relevant measures to ensure that this is undertaken urgently and diplomatically.

Investigations into the cause of such problems will be made in order to avoid recurrences. Calibration methods, frequency, type and adequacy will be considered, reviewed and documented.