

Internal Audit Check list

Calibration

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Audit Date	19 August 09	Auditor <i>DLAmd3</i>	ISO 6.3 7.6

Calibration register has been transferred to Intrastats.

Out of calibration test equipment automatically flags when it is requested for use.

Verify the existence of a calibration register and planned matrix	Intrastats	N/A
Is the register maintained	<i>✓</i>	
Verify that equipment in use has a Identification number, serial number and calibration status sticker & Date sticker attached		
Green Externally calibrated <i>#1 New Barcode IDS</i>	<i>✓</i>	
Yellow Internally calibrated		
Red Indication only Not Calibrated		
Is equipment calibrated within its due period	<i>*1 N</i>	
Does each item of equipment have a record card	Intrastats	
Is record card updated correctly	Intrastats	
Is equipment in the register; Check that the register is updated with this information.	<i>✓</i>	
Verify that records show any measurements taken. And parameters stated.	<i>✓</i>	
Is the register updated with this information	Intrastats	
Check that external certificates of calibration are filed	<i>intrastats against ISSVO of Calibration</i>	<i>✓</i>
Verify that where items failed calibration an assessment was undertaken to ascertain potential recall of product.	<i>N/A</i>	
Are Calibrations traceable to NAMAS	<i>where needed</i>	<i>✓</i>
Are In-House calibration procedures listed in the Intrastats Document Index where required.		<i>✓</i>

#1 New Calibration Labels

**1 unused Equipment not Being Removed See issue 20262*