

Internal Audit Check list

Calibration

Created:	17/May 1995	Audit No 6	VM3/COP11 VOP11
Revised:	19 August 2009	Last printed 19/08/2009 03:47:32 PM	Page 1 of 1
Audit Date	19 August 09	Auditor <u>D. Adams</u>	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		✓
Verify that equipment in use has a Identification number, serial number and calibration status sticker & Date sticker attached		
Green Externally calibrated		Y
Yellow Internally calibrated		
Red Indication only Not Calibrated		
Is equipment calibrated within its due period	✓	N
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.	✓	
Verify that records show any measurements taken. And parameters stated.	✓	
Is the register updated with this information	Intrastats	
Check that external certificates of calibration are filed		intrastats against issue of calibration
Verify that where items failed calibration an assessment was undertaken to ascertain potential recall of product.	N/A	Y
Are Calibrations traceable to NAMAS	where needed	Y
Are In-House calibration procedures listed in the Intrastats Document Index where required.		Y

##1 New Calibration Cables

*1 unused Equipment not Being Removed See issue 20262