

# Internal Audit Check list

## Calibration

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Audit Date	25/9/12	Auditor <i>David</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		✓
Verify that equipment in use has a Identification number, serial number and calibration BarCode status sticker.		✓
Is equipment calibrated within its due period		✓
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	<i>intrastats</i>	✓
Verify that where items failed calibration an assessment was undertaken to ascertain potential recall of product.		✓
Are Calibrations traceable to NAMAS		✓
Are In-House calibration procedures listed in the Intrastats Document Index where required.		✓