

VST

Internal Audit Check List

Calibration

Created:	17/May 1995	Audit No 6	VM3/COPI1 VOP11
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Audit Date	10-6-15	Auditor Helen Lamb	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	Y	N/A
Is the register maintained		Y	
Verify that equipment in use has a Identification number, serial number and calibration BarCode status sticker.			
Is equipment calibrated within its due period		Y	
Does each item of equipment have a record card	Intrastats		N/A
Is record card updated correctly	Intrastats		N/A
Is equipment in the register; Check that the register is updated with this information.		Y	
Verify that records show any measurements taken. And parameters stated.		Y	
Is the register updated with this information	Intrastats		N/A
Check that external certificates of calibration are filed <i>in intrastats</i>		Y	
Verify that where items failed calibration an assessment was undertaken to ascertain potential recall of product.		not happened So can't check.	N/A
Are Calibrations traceable to NAMAS			
Are In-House calibration procedures listed in the Intrastats Document Index where required.		# 5.9668	