

VIA MED

Internal Audit Check list

Calibration

Created:	17/May 1995	Audit No 6	VM3/COP11 VOP11
Revised:	15 August 2011	Last printed 19/08/2009 03:47:32 PM	Page 1 of 1
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.

CE107

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 in intrastats

Y

Verify that where items failed calibration an assessment was undertaken to ascertain potential recall of product.

Can't check.
Not happened N/A

Are Calibrations traceable to NAMAS

Y

Are In-House calibration procedures listed in the Intrastats Document Index where required.

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N