Internal Audit Check list

Calibration Index *VST*

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Audit Date	17-8-16	Auditor *Helen Lamb*	ISO 6.3 7.6

Role ID 80

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	Done in Intrastats	N/A
Is the register maintained. This can be found on Intrastats in ISO – Calibration Index *black box JSL bench old* *black case R+D room not tot*		
Check QA, R + D Room, Workshop etc. for equipment that does not have a Viamed Bar Code CE sticker. *black box JSL bench — Item being developed* *black case R+D room — borrowed not VST equipment*		Y
Is equipment calibrated within its due period	Done in Intrastats	
Verify that records show any measurements taken. And parameters stated.	Done in Intrastats	
Is the register updated with this information	Done in Intrastats	
Verify that where items which failed calibration are assessed to ascertain potential recall of product.	*none current*	N/A
Are Calibrations traceable to NAMAS Standards. *UKAS # 77072* *✱ need a report to show these*		Y
Are In-House calibration procedures listed in the Intrastats Document Index where required. *# 77071*		Y