

Viamed

#95152

Internal Audit Check list

Calibration Index

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Audit Date	7-6-17	Auditor Helen Lamb BSc Hons	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		Y
Check QA, R + D Room, Workshop etc. for equipment that does not have a Viamed Bar Code CE sticker.	None found	✓
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 ever	Y
Are Calibrations traceable to NAMAS Standards. calibration by ukas now has new merged law ukas		Y
Are In-House calibration procedures listed in the Intrastats Document Index where required.		Y