

VST

Internal Audit Check list

Calibration Index

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Audit Date	7-6-17	Auditor <i>Helen Lamb</i> <i>BSc Hons</i>	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.	<i>none found</i>	✓
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.	<i>none</i>	Y
Are Calibrations traceable to NAMAS Standards. <i>Namas became UKAS</i>		Y
Are In-House calibration procedures listed in the Intrastats Document Index where required.		X