

Internal Audit Check list

Calibration

Created:	17/May 1995	Audit No 6	VM3/COP11 VOP11
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Audit Date	22 May 2007	Auditor <i>D. [Signature]</i>	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	N/A
Is the register maintained	<i>Yes</i>	
Verify that equipment in use has a Identification number, serial number and calibration status sticker & Date sticker attached Green Externally calibrated Red Indication only Not Calibrated	<i>Yes</i>	
Is equipment calibrated within its due period	<i>Yes</i>	
Does each item of equipment have a record card	Intrastats	
Is record card updated correctly	Intrastats	
Is equipment in the register; Check that the register is updated with this information.	<i>Yes</i>	
Verify that records show any measurements taken. And parameters stated.	<i>Yes certificate scanned</i>	
Is the register updated with this information	Intrastats	
Check that external certificates of calibration are filed	<i>Scanned to intrastats</i>	
Verify that where items failed calibration an assessment was undertaken to ascertain potential recall of product.	<i>None</i>	
Are Calibrations traceable to NAMAS	<i>Yes</i>	
Are In-House calibration procedures listed in the Intrastats Document Index where required.	<i>Yes</i>	