

\_\_\_\_\_  
VP Production

\_\_\_\_\_  
Date

\_\_\_\_\_  
Quality Assurance Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
ISO Representative

\_\_\_\_\_  
Date

**Purpose:** To ensure that measuring and testing devices used for qualifying both product and the tools and fixtures used in the manufacturing of product are accurate and dependable.

**Explanation:**

Calibration records are maintained in both a card file, which the calibration service is required to sign and date as proof of calibration, and in an internally managed database, which provides an efficient means of locating devices and identifying and scheduling calibration requirements.

The calibration frequency is a function of the application and the calibration history of the device, and is established independently for every device.

Considerations affecting the policies include:

- Advisers Manufacturing does not have the capability of calibrating instruments and testing devices internally.
- The majority of instruments are employee owned.
- None of the product produced requires exceptional or unusually tight tolerances.

**Policies:**

1. Employees are responsible for safeguarding and properly handling both their own instruments and the instruments the company provides for their use.
2. Unless otherwise noted on the instrument card file, testing and measuring devices used to qualify product, fixtures, and the tools used in the manufacturing of product are calibrated to internally established tolerances, which are defined in reference document OC102, Calibration Methods Manual.
3. Unless otherwise noted on the instrument card file, all testing and measuring devices used to qualify product, fixtures, and the tools used in the manufacturing of product must comply with the calibration conditions and must be rechecked based on the calibration frequency shown in the Calibration Methods Manual.
4. All equipment used for calibration purposes by Advisers Manufacturing and sub-contractors must be traceable to National Standards.
5. Contractors performing calibrations must provide a Certificate of Calibration on all the instruments used for calibration purposes.
6. Only instruments and devices having a visible sticker showing the last calibration date

and initialed by the person authorizing the calibration may be used for qualification purposes.

7. Company owned devices are only issued to employees who demonstrate the ability to correctly use the device, or to employees who are in the process of being trained in the use of the device.
8. Devices used for 'indication only' purposes are identified with either a yellow sticker or yellow paint.
9. Employees must obtain permission from either the VP Production or the President before using new or unqualified measuring instruments or devices.
10. Measuring tapes and rulers are not calibrated. They're used for indication purposes only, and are purchased from authorized suppliers and replaced annually.

***Instructions:***

1. The VP Production or designee is responsible for:
  - a. Identifying the recalibration requirements on a monthly basis,
  - b. Notifying the instrument user of the schedule,
  - c. Providing substitute devices whenever appropriate, and
  - d. Contracting for the recalibration.
2. The VP Production or designee is also responsible for:
  - a. Obtaining the Certificates of Calibration that verify that the equipment used in the calibration process is traceable to National Standards, and
  - b. Maintaining both the card files and the calibration database.
3. All employees are responsible for notifying either the Team Leader or the VP Production whenever they suspect an instrument or device is not providing accurate readings.

Related Procedures, Documents, or Files: OC102 Calibration Methods Manual  
04-011-db Calibration Control

Retained Documents: Card File Calibration Records – VP Production  
Certificates of Calibration – VP Production