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#### 1.0 PURPOSE

This document defines the procedures necessary for calibration of measuring equipment.

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#### 2.0 THEORY

Measurement results are only valid when M&TE of known accuracy is used. This calibration procedure ensures M&TE is properly verified for accuracy against known standards. Measurement devices that are used to indicate process feedback are not subject to calibration, such as short-circuit or open-circuit, hot or cold, off or on, etc; however, when a measurement device is used to determine conformance to a Customer eservel requirement, then the device should be properly verified for accuracy.

Cit

#### DEFINITIONS 3.0

- Accuracy Ratio -•
- Adequacy -.
- Calibration: .
- Gages -.
- Inspection Aid -.
- M&TE -
- Procurement of M&TE -
- Recall .
- Significantly out-of-tolerance -
- Special Equipment
- Standards

### **GENERAL CALIBRATION PROCEDURE** 4.0

Calibration is performed by 4.1

4.2 Measuring instrume				and	relative
humidity. Sufficient tempe	erature stabilization	time is allowed	before calibration. F	or cases where	e calibration
must be conducted in the	e production area,				

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4.3 A number is issued when	a gage does not provide its own	serial number.

1.0	A hannon le locaed mich a gage door het provide de emit ochar hannon.
	. 20.
4.4	All M&TE are kept clean and when not in use are
4.5	A <b>Recall Log</b> is maintained on all M&TE and standards. The log provides
4.6	The number of items scheduled for monthly recertification is
4.7	In addition to the <b>Recall Log</b> , a <b>Calibration Report</b> is kept on each Company-owned gage/standard,
which	includes

- 4.8 Calibration intervals may be established based on one or more of the following criteria:
- 4.9 Adjustable M&TE is periodically recalibrated based upon

### TABLE I, Calibration Intervals

0	Calibration Cycle	cles to Qualify for ration Cycle	New Ca	alibration Cycle
$CO^{\prime}$	Annual			
$\mathbf{O}$	Bi-Annual			
	3 - 4 Years			
	5 Years			

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4.10 Interval Adjustment: M&TE whose calibration error is recorded as being greater than the last recorded calibration error but not significantly out of tolerance

### 4.11 M&TE calibration intervals may be extended or adjusted

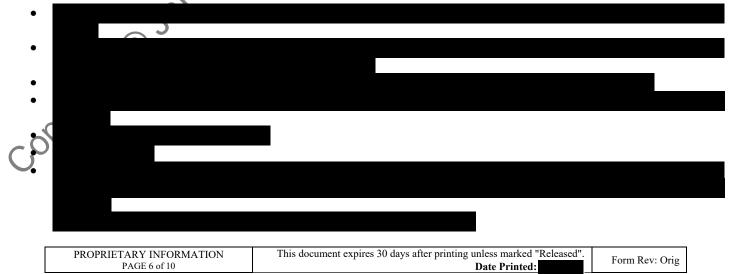
4.12 Overdue items should be

4.13 A Calibration Sticker is used to identify individual items of M&TE. The sticker displays

4.14 Calibration Standards/Special Equipment

The following is the position of the National Conference of Standards Laboratories (NCSL):

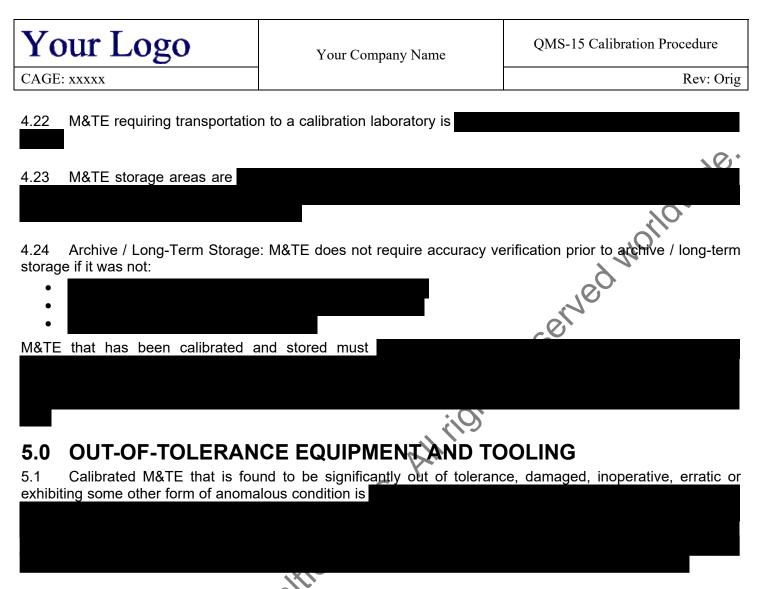
Calibration of standards/special equipment is conducted by checking against laboratory standards available at outside laboratories. Approved calibration laboratories are listed in the *Approved Supplier's List*. When calibrations are made for standards/special equipment, the calibration lab is required to submit a report that contains, as appropriate:



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4.15	A Calibration Report and Recall Log is maintained on all Transfer Standards, indicating
4.16 unless	The calibration department places all Customer furnished inspection gages in the calibration system
uness	
	Traceability: <i>Inspection Work Instructions</i> and <i>Manufacturing Travelers</i> specify measurement and uipment utilized for product conformance inspection.
When	specified,
	SON
Non-ca	Non-Calibrated M&TE: Upon request, non-calibrated M&TE may be submitted for calibration.
	he following conditions:
1) 2)	
A non-	calibrated measurement device that is verified accurate
4.19	Calibration Not Required M&TE
4.19.1	is exempt from calibration, such as but not limited to
4.19.2	that is checked for accuracy prior to use
4.19.3	are exempt from calibration, such as but not limited to
4.19.4	are exempt from shelf life control.
NIST t	raceability is not required for
4.19.5	are exempt from calibration; however,
4.19.6	are exempt from calibration;
howeve	
4.20	Employee Owned Tools: Personal tooling or gages owned by employees are calibrated prior to use and
	ced on a calibration schedule.
4.21	Storage and Handling of M&TE:
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M&TE found significantly out of tolerance at recalibration for 2 interval cycles is 5.2

An instrument whose calibration error is significantly out-of-tolerance over a short portion of a specified 5.3 range may

540 Any product certified with M&TE subsequently found to be out-of-tolerance is

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#### 6.0 LOST EQUIPMENT

Measurement and test equipment that cannot be located is classified as "Lost". 6.1

#### MANAGEMENT REVIEW 7.0

Management Review meetings are conducted according to the QMS-04 Management Process 7.1 **Procedure.** During Management Review,

Setting and/or selecting a reference standard to calibrate a measurement device. Requirement:

The measurement range of a device being checked for accuracy mus

### VOLTMETER:

A voltmeter shall be verified for accuracy within an equivalent range on the reference standard:

A voltmeter reference standard may have scales that range from 2-20V, 20-200V, etc.

The voltmeter being checked for accuracy must be set to bracket within a range of the reference standard - or -

### OTHER MEASUREMENT DEVICES

Any reference standard whose maximum measurement range is the same as the device being checked for accuracy must

For instance,

## **APPENDIX 2**

Nonadjustable M&TE is inherently stable and includes

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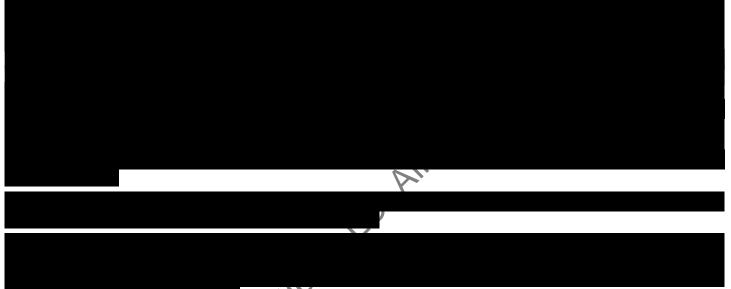
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The Operator is only required to check inherently stable M&TE for damage prior to each use because

For instance,

To control the inventory of inherently stable M&TE, the Responsible Authority



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