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CALIBRATION

Origination Date: (your origination date)

Document Identifier:	Calibration Procedure
Date:	Latest Revision Date
Project:	Customer, Unique ID, Part Number
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Abstract:

This document describes calibration procedures.

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REVISION LOG

Issue	Date	Comment	Author
Orig	(your date)	Original Release	(your name)

DOCUMENT CHANGE RECORD

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- [REDACTED]
- [REDACTED]

4.0 GENERAL CALIBRATION PROCEDURE

4.1 Calibration is performed by [REDACTED] service providers.

4.2 Measuring instruments that are owned, rented or borrowed by the Company are calibrated at [REDACTED]. Sufficient temperature stabilization time is [REDACTED] in the immediate area of the M&TE [REDACTED].

4.3 A number is issued when a gage does not provide its own serial number. The numbers [REDACTED] under a type-coding system. The number is [REDACTED] and maintain an equipment list.

4.4 All M&TE are kept clean and when not in use are [REDACTED].

4.5 A recall log is maintained on all M&TE and standards. The log provides [REDACTED]. Portable gages are [REDACTED] during the recall interval as time permits. Non-portable gages are [REDACTED].

4.6 The number of items scheduled for monthly recertification is periodically [REDACTED] the metrology department workload.

4.7 In addition to the recall log, a Calibration Report is kept on each Company-owned gage/standard. The purpose of this report is to [REDACTED]. [REDACTED] indicates the standard or physical constant that was [REDACTED] a reference to the applicable standard (see Appendix 1) and are upgraded [REDACTED] from published standard practices or instructions that [REDACTED].

4.8 Calibration intervals may be established based on [REDACTED] the number of times M&TE is used.

4.9 Adjustable and nonadjustable M&TE are periodically recalibrated based upon [REDACTED] schedule of Table I.

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TABLE I, Calibration Intervals

Calibration Cycle	Recalibration Cycles to Qualify for New Calibration Cycle	New Calibration Cycle
Annual		
████████		████████
		████████

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 ██████████ is controlled according to paragraph 5.0.

4.11 M&TE calibration intervals may be ██████████. Periodically, the number of items scheduled for monthly recertification is ██████████ past calibrations and are authorized by the Responsible Authority. Calibration stickers and tags are initialed and dated to ██████████

4.12 Overdue items are identified ██████████ may be used to facilitate recall of portable gages.

4.13 A calibration sticker is used to identify individual or groups of items of M&TE. The sticker displays ██████████ and the ██████████. A tag or sticker identifies M&TE that is used for ██████████. The tag or sticker may serve as ██████████. The calibration technician verifies the calibration status of M&TE and standards prior to release to Users. Calibrated M&TE and standards are not ██████████

4.14 Calibration Standards/Special Equipment

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

"Test report numbers issued by the NIST are intended to be used solely for ██████████ proof of adequacy or traceability of test or measurement."

Calibration of standards/special equipment is conducted by checking against laboratory standards available at ██████████ the **Approved Supplier's List**.

When calibrations are made for standards/special equipment, the calibration lab is required to ██████████, as appropriate:

- ██████████

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- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

4.14.1 Storage and Control

Standards and special equipment used for calibration of M&TE are [Redacted] between uses.

4.15 A calibration record and recall log is maintained on all [Redacted] source traceable to the NIST.

4.16 The calibration department places all Customer furnished inspection gages in the calibration system unless [Redacted] relative to that particular tool.

4.17 Traceability: [Redacted] work instructions specify [Redacted]

4.18 Non-Calibrated M&TE: Upon request, non-calibrated M&TE may be submitted for calibration.

Non-calibrated measurement devices may be used to accept or reject quality characteristics under the following conditions:

- 1) [Redacted]
- 2) [Redacted]

A non-calibrated measurement device that is verified [Redacted] with calibrated M&TE".

4.19 Calibration Not Required M&TE

4.19.1 Software programs that are used for operation of inspection and test equipment are exempt from calibration; however, [Redacted]

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4.19.2 Power supplies that are used in process control and test equipment ██████████
██████████ to measure voltage and current.

4.19.3 Measuring and production process equipment that are not used ██████████
██████████ tag.

4.20 Employee Owned Tools: Personal tooling or gages owned by employees are ██████████
██████████

4.21 Storage and Handling of M&TE: M&TE is handled during movement using ██████████
██████████ except that which ██████████
██████████ to ambient conditions.

4.22 M&TE requiring transportation to ██████████
██████████

4.23 M&TE storage ██████████
██████████ is required when ██████████
██████████ by any employee.

4.24 Archive / Long-Term Storage: M&TE does not ██████████
██████████ if it was not:

- ██████████
- ██████████
- ██████████

M&TE that has been calibrated and stored ██████████
██████████ may be blank until ██████████
██████████ the item's calibration tag or sticker is ██████████
██████████

5.0 OUT-OF-TOLERANCE EQUIPMENT AND TOOLING

5.1 Calibrated M&TE that is found to be significantly out of tolerance, damaged, inoperative, erratic or exhibiting some other form of anomalous condition is ██████████
██████████ found to be out-of-tolerance during calibration ██████████

██████████ to maintain the required ██████████ on a **Request for Support (RFS)**, **Investigation and Corrective Action Request (ICAR)** or **Calibration Impact Report**.

5.2 M&TE found significantly out of tolerance at recalibration ██████████ is prevented from use by ██████████
██████████ All out of tolerance data and previous measurement results ██████████
██████████ determine the effectiveness of the calibration ██████████
██████████ indicating the condition of the suspect M&TE.

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

[REDACTED] not used for acceptance [REDACTED] records the results of the evaluation on [REDACTED]

6.0 LOST EQUIPMENT

6.1 Measurement and test equipment that cannot be located is [REDACTED] and the recall cycle is [REDACTED]

APPENDIX 1

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

Requirement:

The measurement range of a device being checked for accuracy must be [REDACTED] range of the reference standard.

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 [REDACTED]
[REDACTED] For instance, if the voltmeter being checked is [REDACTED] on the reference standard to check [REDACTED]

OTHER MEASUREMENT DEVICES:

Any reference standard whose maximum measurement range is [REDACTED] being checked.

For instance, if a device being checked has [REDACTED] then the reference standard must [REDACTED] A reference standard that is only [REDACTED] in writing by [REDACTED]