INSPECTION MEASURING & TEST EQUIPMENT

1. All calibrated equipment used in the course of production will be subject to control by the Quality Representative/Dimensional Surveyor. Each item of equipment will be identified with a unique plant reference number and this will be recorded. The calibration history of each item of equipment will be recorded and will show a description of the equipment, its serial number, its plant number, the date of the last calibration, the date the next calibration is due and the calibration certificate number.

2. The equipment will be calibrated either internally or externally according to status and type of equipment and this will be indicated by the calibration history noted in the calibration register and can be traceable to national standards.

3. Equipment will normally be calibrated at intervals not greater than twelve months.

4. When equipment is due for recalibration the Quality Representative/Dimensional Surveyor will ensure that this is carried out as appropriate.

5. Prior to carrying out any internal calibration procedure, inspect the label on the reference standard to ensure that the instrument is within its calibration period. Where this has not been stated on the label (e.g. NAMAS labels) check the calibration register.

6. Should an instrument appear to be outwith its calibration period, inform the Quality Representative and/or Dimensional Surveyor immediately. Reference to previous certificates will show any instability or patterns of drift which will determine whether the instrument is still usable. The re‑calibration period is determined on the basis of such observations. This may also necessitate the recall of instruments to validate the results from previous tests and by reference to calibration certificates.