

Calibration Procedure Work Instruction

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Date	YYYY-MM-DD	Approved By	[Name]
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1. Purpose

To define the standard procedure for the calibration of equipment to ensure accurate and reliable measurements.

2. Scope

This procedure applies to all measuring equipment requiring calibration as identified in the calibration inventory.

3. Responsibility

- Calibration Technician: Execute calibration procedures and record results.
- Quality Manager: Review calibration records and ensure compliance.
- Equipment Users: Notify calibration personnel of any issues or anomalies.

4. Definitions

- Calibration:** Comparison of equipment readings with a reference standard.
- Reference Standard:** Equipment certified for accuracy and traceability.

5. Equipment & Materials

- Device Under Test (DUT)
- Reference Standard
- Calibration Forms/Records
- Labels/Tags

6. Procedure

- Verify the reference standard is within its calibration period.
- Clean the equipment and ensure it is in proper working condition.
- Record pre-calibration condition and details on the calibration form.
- Connect or set up the equipment as per manufacturer instructions.
- Compare device readings with the reference standard at required points.
- Document all measurement readings and deviations.
- If out of tolerance, label equipment as "Out of Service" and inform supervisor.
- Upon successful calibration, update calibration label with due date.
- File completed calibration form according to quality system requirements.

7. Documentation

- Calibration Record Form
- Calibration Inventory List

8. References

- Manufacturer's Equipment Manual
- ISO 17025 Standard

9. Revision History

Revision	Date	Description of Change	Approved By
1.0	YYYY-MM-DD	Initial Release	[Name]