

# Machine Calibration Procedure Document

## 1. Document Information

Document Title	Machine Calibration Procedure
Document Number	CAL-PROC-001
Version	1.0
Date	YYYY-MM-DD
Prepared by	_____
Approved by	_____

## 2. Purpose

To define the procedure for calibration of the **[Machine Name]** to ensure accuracy and consistency in measurement and operation.

## 3. Scope

This procedure applies to all **[Machine Name]** units operated within **[Location/Department]**.

## 4. Responsibilities

- Operator:** Ensures preliminary checks and records calibration results.
- Maintenance Technician:** Performs the calibration activities as per outlined steps.
- Quality Assurance:** Reviews and approves calibration records.

## 5. Required Equipment

- Calibration standard/Reference tool
- Calibration certificate
- Machine operation manual
- Calibration log sheet
- Personal protective equipment (as required)

## 6. Procedure

- Ensure the machine is turned off and properly isolated if necessary.
- Clean the calibration points and ensure no debris is present.
- Review the calibration standard's certificate for validity.
- Turn on the machine and allow to stabilize for [specified warm-up time] minutes.
- Perform calibration using the reference tool as per manufacturer's guidelines.
- Record the results of each calibration point in the calibration log sheet.
- If out of tolerance, perform necessary adjustments and repeat calibration.
- Once acceptable, document the results and sign-off.

## 7. Documentation

All calibration activities must be recorded in the Calibration Log Sheet. Attach calibration certificates where applicable.

## 8. References

- [Machine Name] Operation Manual
- ISO 9001:2015 Requirements
- Internal Calibration SOP

## 9. Revision History

Version	Date	Description	Author
1.0	YYYY-MM-DD	Initial Release	_____