

Machine Calibration Procedure Document

1. Document Information

Document Title	Machine Calibration Procedure
Document Number	CAL-PROC-001
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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

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