1. **PURPOSE**
	1. To define the responsibilities and describe the methods and documents to be used to conduct, document and control the calibration of inspection, measuring and test equipment.
2. **SCOPE**
	1. This procedure applies to all inspection, measuring and test equipment and devices used by the [Company], subcontractors, and suppliers, which assist in determining work item conformance to contract and quality requirements.
	2. Suppliers and subcontractors shall maintain records for their equipment and forward copies to the [Company] QA Department.
3. **DEFINITIONS**
	1. **Calibration:** Is comparing two instruments, measuring devices or standards, one of which is of known accuracy traceable to recognized national standards. It is done to detect, correlate, report or eliminate by adjustment any variation in accuracy of the instrument or measuring device of unknown accuracy.
	2. **Measuring and Test Equipment:** All devices used to measure, gauge, test, inspect or otherwise examine items to determine compliance and specifications.
	3. **Company:**
4. **RESPONSIBILITIES**
	1. The QA Manager is responsible for auditing to control and document the calibration of all project measuring and test equipment.
	2. [Company] Construction superintendents and QC representatives are responsible for using only calibrated measuring and test equipment.
	3. The Contractor and Subcontractor superintendents and QC representatives are responsible for using only calibrated measuring and test equipment.
5. **PROCEDURE**
	1. The QA Manager shall audit to ensure that inspection, measuring and test equipment required for use on the project to assist the determination of contract and quality requirements is documented, identified and controlled.
	2. Records shall be established and maintained by the equipment user for each device with the frequency and date of calibration.
	3. Calibration of inspection, measuring and testing equipment shall be performed by qualified personnel or externally by a qualified laboratory with traceability to recognized national standards. The calibration certificate from the laboratory shall reference this standard and shall also state that the measurement tolerance is within the tolerance limit as recommended or required by that standard.
	4. Inspection, measuring and test equipment shall be identified with a *sticker* showing the date of the most recent calibration and the date when the next calibration is due.
	5. All the Construction, Contractor, Supplier, and Subcontractor representatives using inspection, measuring and test equipment are responsible for verifying that equipment is maintained in good working order and calibrated.
	6. All calibrated devices not in use shall be stored in an environment that will not affect their accuracy.
	7. Personally owned tools and gauges used for the purpose of product evaluation by all construction personnel are acceptable provided they have been calibrated in accordance with procedures and the document verifying that the calibration is on record.

Note that tape measures (and similar tools) are rarely calibrated – not susceptible to calibration deficiencies. Survey gear certainly does require calibration.

* 1. The QA Manager shall ensure that Contractors, Subcontractors and Suppliers offsite, also verify and maintain an adequate calibration system that meets the contract requirements of [Company] and submit a list of all devices and equipment on a monthly basis with the calibration status.
1. **REFERENCES**
	1. Company Quality Plan

See also ISO 9001-2015 item 7.1.5.2 Measurement Equipment sub item a) calibration.

1. **ATTACHMENTS**
	1. Sample of Calibration Sticker with Status.

[END OF DOCUMENT]

Originated By: \_ \_\_\_\_\_\_\_\_\_\_ // Approved By: \_ \_\_\_\_\_\_\_ // \_\_\_\_\_\_\_

 Quality Manager Date Project Manager Date