

CALIBRATION SERVICES

1. Calibration shall be against and traceable to certified equipment or standards having known valid relationships to nationally recognized standards or international standards known to be equivalent to and verified against corresponding nationally recognized standards, e.g. NIST. Where no such standards exist, the basis for calibration shall be documented.
2. Calibration procedures shall identify or reference required accuracy and shall define methods of checking accuracy. The calibration method shall be based on the type of equipment, stability characteristics, required accuracy, intended use, and other conditions affecting performance.
3. Calibration Standards (certified equipment used for calibration) shall have a minimum accuracy four times greater than that of the M&TE being calibrated to ensure that the reference standards contribute no more than one-fourth of the allowable calibration tolerance. Where this 4:1 ratio cannot be maintained, the basis for selection of the standard in question shall be technically justified. The technical justification shall be approved by Skolnik Engineering.
4. M&TE shall be calibrated in environments that are controlled to the extent necessary to ensure that the required accuracy and precision are maintained.
5. M&TE submitted for calibration shall be checked and the results recorded before any required adjustments or repairs are made (As Found / As Left).
6. M&TE shall be durably marked, tagged, or labeled with:
 - a. Name of the calibration service provider,
 - b. Calibration date,
 - c. Calibration due date,
 - d. Initials of the individual performing the calibration,
 - e. M&TE identification number.
7. Outside calibration services shall provide a calibration record / certificate for each item calibrated.
8. Calibration records / certificates reporting the results of calibrations shall include at a minimum:
 - a. Name and address of the calibration service provider,
 - b. Unique record / certificate number,
 - c. Name of the M&TE,
 - d. M&TE identification number,
 - e. Calibration status indicator,
 - f. Calibration date,
 - g. Calibration due date,
 - h. Calibration procedure,
 - i. As Found / As Left – data and conditions,
 - j. Calibration Standards traceability to a nationally recognized standard,
 - k. Printed name of the individual performing the calibration.