

# QUALITY MANUAL

## QM 7-6

### CONTROL OF MONITORING & MEASURING DEVICES

Ref: - P 7-6

All inspection, measuring and test equipment is selected with regard to the specifications laid down by in-house requirements or those requirements that have to be met by contract.

All such equipment is uniquely identified and that which is used to assess the Quality of the product is subject to calibration. Personal equipment is subjected to the same calibration criteria but is not uniquely identified.

All new equipment is calibrated prior to being issued for use.

All In-House calibration is carried out to documented procedures, which include limits to be applied, and the records to demonstrate the Traceability to National Standards. The environmental controls applied are defined.

All external calibrations are, where possible, traceable to National Standards and are carried out by a UKAS registered company. When this is not possible, the specification used is documented.

The action taken should any equipment fail calibration is included in the appropriate procedure.

Calibration records are maintained for those items which are calibrated on a regular basis.

Where possible, adjustable devices will be sealed to prevent unauthorised adjustments.

A master list of calibrated equipment is maintained as a computerised record.

The refractometer is not calibrated.

Details of who, what how and responsibility are defined in the company's written procedures.

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APPROVED

ORIGINATOR

DATE

ISSUE **C1**