

1.0 PURPOSE

This procedure describes the minimum requirements for calibration of equipment required to perform inspection activities.

2.0 SCOPE

This procedure is designed to confirm that the all equipment used for inspection is properly qualified.

3.0 RESPONSIBILITY

The Quality Manager/Management Representative (QM/MR) is responsible for the overseeing of activities described in this procedure. Other designated individuals may be involved in these areas as required by the procedure.

4.0 PROCEDURE

4.1 Tools, gauges and test equipment used for acceptance of assemblies shall be handled and stored in a manner that will not jeopardize their dimensional and functional characteristics.

4.2 All gauges, testing equipment, etc. used for acceptance of assemblies shall be calibrated and/or re-calibrated when the accuracy of the gauge or equipment is suspect.

4.3 It is the responsibility of the Shop Manager to see that the calibration of instruments is carried out at required intervals or whenever calibration is suspect.

4.4 All such instruments and equipment used in manufacturing shall be calibrated and traceable to the National Institute of Standards and Technology at least once a year. Employee owned measurement instruments shall be registered with quality and shall be subject to all controls of the calibration system.

4.5 The control and calibration system shall also extend to manufacturing jigs, fixtures that can affect specified characteristics. Instruments found to be out of specification shall be sealed with a tamper proof seal to prevent unauthorized repair or adjustments and shall recalibrate before use.

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4.6 Calibration labels shall be affixed and indicate the date of calibration recalibration date, identification number and initials of technician who performed calibration. If calibration stickers become hard to read, they shall be replaced.

4.7 A mandatory recall system shall be employed to ensure compliance to calibration schedules. The instrument user shall be notified two weeks in advance by the Quality Control Manager of the calibration due date in order to plan to have the instruments re-calibrated.

4.8 Certification and records of calibration shall be kept current and on file by serial number and description of instrument.

4.9 Mid-Ordinate Sticks are used by bending operators to verify mid-ordinate of bend is correct as per Shop Card. Sticks are made of aluminum flat bar and are calibrated for use by the following method: Measure lengths verifying 33", 60", 120" and 180". The flat bar shall be checked in the center points of the MO Stick and then the stick will be rolled 180° and checked again. If both sides read the same, then the MO Stock is good to use. If both sides do not read the same, then push on the side with the highest reading and recheck. Repeat process until both sides read the same.

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