6.2.1

January 22, 2019

EQUIPMENT CALIBRATION, VERIFICATION AND MAINTENANCE POLICIES AND PROCEDURES

GENERAL POLICIES:

- Required equipment will be calibrated, verified, or maintained at intervals following the general procedures indicated below.
- Newly acquired equipment without manufacturer's certification and equipment that has not been calibrated or verified because it has been removed from service or moved to new locaton will be calibrated or verified before being placed in service.
- When any test equipment is giving results that are suspect, overloaded, mishandled, or is not meeting specification tolerances, the laboratory supervisor/ lead technician will contact the Quality Control Manager who will have the Technical Support staff remove it from service and clearly mark it by attaching a red ribbon or tape. The equipment will be returned to service only after appropriate repairs are made and the Technical Support staff or other outside entities (ISO/IEC accredited) have performed the necessary calibration and/or verification procedures which show the equipment to function satisfactory or to meet specification tolerances.

GENERAL PROCEDURES:

- The Technical Support Staff will maintain a database, which tracks each piece of equipment requiring calibration or verification and the maintenance of this equipment. The laboratory supervisor/ lead technician will be responsible for maintenance and documentation of equipment in their lab. An email reminder to the Branch Manager, Laboratory Supervisor, or Lead Technician, 10 days before the due date if record has not been submitted. If the record is not completed 5 days from the due date, the QA Manager will receive and email and will investigated. The record for each piece of equipment will contain detailed reports of calibration, verification or maintenance work performed in chronological order and will be maintained by the QC Manager.
- When appropriate an outside vendor will perform required maintenance on equipment. The laboratory supervisor/ lead technician will be responsible for documenting this activity.
- Technical Support Staff will review the database to determine equipment that needs to be calibrated and/or verified on a weekly basis. The QC Manager will designate a technician from the Technical Support Staff to perform the required calibration and/or verification.
- The Technical Support Staff will record calibration and/or verification information in the database, identifying the equipment and the next date calibration or verification required.

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- The Technical Support Staff will give a copy of the record to the laboratory supervisor or lead technician. The Technical Support Staff will file a copy of the record in the appropriate book maintained by the QC Manager.