OKLAHOMA DEPARTMENT OF TRANSPORTATION

Materials Division
200 N.E. 21st Street
Oklahoma City, OK 73105-3204
www.odot.org

6.2.1

May 3rd, 2017

EQUIPMENT CALIBRATION AND VERIFICATION POLICIES AND PROCEDURES

GENERAL POLICIES:

- Required equipment will be calibrated 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 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 verification procedures which show the equipment to function satisfactory or to meet specification tolerances.

GENERAL PROCEDURES:

- The Technical Support Branch will maintain a database which tracks each piece of equipment requiring calibration or verification. The record for each piece of equipment will contain detailed reports of calibration or verification work performed in chronological order and will be maintained by the QC Manager.

- Technical Support Branch 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 form the Technical Support Branch to perform the required calibration and/or verification.

- The Technical Support Brach will record calibration and/or verification information in the database, identifying the equipment and the next date calibration or verification required.

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