

1. Introduction

Depots hold Test and Measurement Equipment (TME) that is subject to calibration and certain procedures in order to ensure equipment safety and serviceability.

2. Scope

The procedure details the process the Depot must follow in order to ensure that the mechanical and electronic TME is calibrated and is available for use and that tools held within the Depot are correctly maintained.

3. Responsibilities

The Depot Manager must nominate persons to be responsible in relation to calibration of TME within their Depot.

4. Nominated Person

They are the focal point for all aspects of controlling mechanical / electrical TME within the Depot. In order to exercise this control, the Nominated Person is to:

- a. Maintain a master register of all TME in the Depot,
- b. Arrange for the calibration of equipment through an approved supplier.

5. Users/Operators

All personnel using or operating TME are to ensure that the items of TME subject to calibration are 'in date' prior to use. TME that is 'out of calibration' is not to be used and is to be placed in a quarantined area in order to prevent accidental use. Quarantined areas are to be maintained by Depots and action is to be taken to have quarantined equipment calibrated as soon as possible. Quarantined areas must be clearly marked.

6. Calibration Certificates

Copies of the calibration certificates are to be held by the Depot in the calibration register and with the equipment if practicable. The Nominated Person must also retain a copy of the certificates.

7. Process

7.1 Equipment will not normally require calibration when it is first issued (from new) to a Depot. It should come with a manufacturers calibration certificate and be calibrated thereafter on a scheduled time basis.

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7.2 New TME must be notified to the Data Systems Analyst who will issue a fleet number and update Syrnix.

7.3 A calibration register must be kept and updated detailing the date of calibration and the next due date. Any item outside its calibration date must be quarantined and the register updated accordingly. TME will be calibrated at intervals not to exceed 12 months or as otherwise stated by the manufacturer. The calibration procedure is attached.

7.4 In the event that TME fails its calibration the National Service Manager/Group Transport Manager is to be approached. The item may need to be written off and a replacement purchased. This will be managed in line with existing procurement processes.

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