

# Standard Operating Procedure (SOP): Calibration Schedule Planning and Documentation

## 1. Purpose

This SOP details the process for **calibration schedule planning and documentation**, encompassing the systematic scheduling of equipment calibrations, assigning responsibilities, maintaining accurate calibration records, ensuring compliance with regulatory standards, and verifying equipment accuracy to uphold quality control. The purpose is to facilitate timely and well-documented calibrations that guarantee reliable performance and traceability of all measurement instruments.

## 2. Scope

This SOP applies to all personnel responsible for calibration activities, as well as all measurement and test equipment (M&TE) requiring calibration within the organization.

## 3. Responsibilities

- **Quality Manager:** Oversees the calibration program, reviews schedules, and ensures compliance with standards.
- **Calibration Coordinator/Technician:** Plans and executes calibration events, updates records, and investigates out-of-tolerance (OOT) incidents.
- **Equipment Owners/Users:** Ensure equipment is available for calibration and report any malfunctions.
- **Document Control:** Maintains and archives calibration records in accordance with company policy.

## 4. Procedure

### 1. Equipment Identification

- Maintain a master list of all measurement and test equipment subject to calibration.
- Assign a unique identification number to each item.

### 2. Establishing Calibration Intervals

- Determine calibration intervals based on manufacturer recommendations, usage frequency, industry standards, and historical records.
- Review and adjust intervals as needed, based on performance data.

### 3. Schedule Planning

- Develop an annual calibration schedule for all equipment.
- Update the schedule quarterly or as needed to reflect changes in equipment inventory or usage.
- Notify equipment owners/users of upcoming calibration dates at least 2 weeks in advance.

### 4. Execution of Calibration

- Perform calibrations per established procedures (internal or external service providers).
- Tag calibrated equipment with the calibration date and due date of next calibration.

### 5. Documentation Requirements

- Complete calibration certificates or reports for each item calibrated, including:
  - Equipment ID and description
  - Date of calibration and due date for next calibration
  - As found/as left condition
  - Calibration method/standards used
  - Results and any adjustments made
  - Technician and reviewer signatures
- Store records electronically and/or in hardcopy for the required retention period (minimum 3 years or per regulatory requirements).

### 6. Review and Compliance

- Quality Manager reviews calibration records periodically for adequacy and regulatory compliance.
- Out-of-tolerance findings are immediately reported and investigated.

## 5. Documentation and Recordkeeping

Document/Record	Responsibility	Retention	Location
Calibration Master List	Calibration Coordinator	Current, with historical archived	Calibration File/System
Annual Calibration Schedule	Calibration Coordinator	3 years	Quality Office
Calibration Certificates/Reports	Calibration Coordinator	3 years or as required	Calibration File/System
OOT Reports/Investigation	Quality Manager	3 years	Quality Office

## 6. References

- ISO 17025: General requirements for the competence of testing and calibration laboratories
- Manufacturer equipment manuals
- Internal company quality policy

## 7. Revision History

Revision	Date	Description of Change	Approved By
1.0	2024-06-15	Initial creation	Quality Manager