

SOP Template: Pre-calibration Equipment Inspection and Documentation

This SOP details the process for **pre-calibration equipment inspection and documentation**, including the verification of equipment condition, ensuring operational readiness, checking calibration standards, and recording inspection results. The procedure aims to guarantee the accuracy and reliability of measurement tools before calibration, maintain equipment integrity, and ensure compliance with quality control standards through thorough documentation.

1. Purpose

To outline a standardized procedure for inspecting equipment prior to calibration and properly documenting findings, ensuring measurement accuracy and equipment reliability.

2. Scope

This procedure applies to all personnel responsible for calibrating, using, or maintaining measurement equipment within the facility.

3. Responsibilities

- **Calibration Technician:** Conduct equipment inspection, complete documentation, and report nonconformities.
- **Quality Assurance:** Review inspection records and ensure compliance with SOP.
- **Equipment Custodian:** Maintain equipment cleanliness and operational readiness.

4. Definitions

- **Inspection:** Visual and functional checks conducted before calibration.
- **Calibration Standards:** Reference devices or materials with known values used to verify equipment performance.
- **Documentation:** Recorded evidence of inspection results and any deviations.

5. Procedure

1. **Preparation**
 - Gather relevant SOPs, inspection forms, and manufacturer manuals.
 - Verify identification details (equipment ID, serial number, location).
2. **Visual Inspection**
 - Check for physical damage (cracks, dents, missing parts, loose fittings).
 - Verify cleanliness and absence of foreign materials.
3. **Operational Readiness**
 - Power equipment on and confirm basic functionality.
 - Ensure all accessories, connectors, and batteries are present and functional.
4. **Verification of Calibration Standards**
 - Ensure calibration standards are valid, within calibration date, and meet required specifications.
 - Check traceability documentation for all standards used.
5. **Recording Inspection Results**
 - Document findings using the approved inspection checklist or form (see Section 6).
 - Highlight and report any discrepancies or nonconformities to Quality Assurance.
6. **Final Review**
 - Confirm that all documentation is complete and accurate.
 - Obtain required signatures before proceeding with calibration.

6. Inspection Checklist Template

Item	Inspection Point	Status (Pass/Fail)	Comments	Inspector Initials
1	Physical Integrity (no cracks, dents, missing parts)			
2	Cleanliness			

3	Functional Check (power on, display, controls)			
4	Accessories Present and Operational			
5	Calibration Standards Valid & In-date			
6	Traceability Documents Available			

7. Documentation and Records

- All inspection records must be completed legibly and retained according to the facility's record retention policy.
- Any nonconformances must be reported and documented as per the Nonconformance Management SOP.

8. References

- Manufacturer Equipment Manuals
- Relevant Quality Management System Policies
- Calibration Standards and Traceability Documentation

9. Revision History

Revision	Date	Description	Approved By
1.0	2024-06-15	Initial release	