

# SOP: Communication of Calibration Status and Tagging of Equipment

This SOP outlines the process for **communication of calibration status and tagging of equipment** to ensure all measuring devices are accurately identified and their calibration validity is clearly communicated. It covers the steps for tagging equipment with calibration status, recording calibration dates, notifying relevant personnel of calibration results, and maintaining documentation to guarantee compliance with quality standards and operational efficiency.

## 1. Purpose

To establish a standardized process for effective communication of the calibration status of equipment through tagging, documentation, and notification, ensuring proper identification, traceability, and compliance.

## 2. Scope

This SOP applies to all measuring and monitoring equipment subject to calibration within the organization.

## 3. Responsibilities

- **Calibration Personnel:** Conduct calibration, apply tags, record data, and notify relevant staff.
- **Department Supervisors:** Ensure equipment is regularly calibrated and properly tagged.
- **Quality Manager:** Review records and coordinate audits.
- **All Users:** Check calibration tags before equipment use and report any discrepancies.

## 4. Procedure

1. **Calibration Execution:**
  - Perform calibration as per applicable standards and procedures.
  - Record calibration results in the calibration log/database.
2. **Tagging Equipment:**
  - Affix a calibration tag to each piece of equipment immediately after calibration.
  - Tag must include:
    - Equipment ID/Serial Number
    - Date of Calibration
    - Next Due Date
    - Name/Initials of Calibrator
    - Calibration Status (Pass/Fail/Out of Service)
3. **Documentation:**
  - Enter calibration details into the centralized calibration record system.
  - Store calibration certificates and relevant documentation.
4. **Communication:**
  - Notify relevant personnel (equipment users, supervisors) of calibration status, especially if any equipment fails calibration.
  - Use email, internal messaging, or posted lists for notification.
5. **Ongoing Monitoring:**
  - Periodically inspect equipment tags for legibility and accuracy.
  - Replace damaged or illegible tags promptly.
6. **Non-Conformance Handling:**
  - Immediately remove or clearly label any equipment that fails calibration as "Out of Service".
  - Initiate corrective and preventive action (CAPA) procedures as required.

## 5. Records and Documentation

- Calibration logs
- Calibration certificates
- Tagging records
- Notification emails/communications
- CAPA records (if applicable)

## 6. Calibration Tag Example

| Field                | Example    |
|----------------------|------------|
| Equipment ID         | EQ-101     |
| Date of Calibration  | 2024-05-15 |
| Next Calibration Due | 2025-05-15 |
| Calibrated By        | J. Doe     |
| Status               | Pass       |

## 7. Review and Revision

- This SOP will be reviewed annually or as needed based on changes in equipment or regulatory requirements.
- Revisions must be documented and communicated.

## 8. References

- ISO 17025:2017 General requirements for the competence of testing and calibration laboratories
- Internal Calibration Procedures Manual