

SOP Template: List of Equipment and Instruments Requiring Calibration

This SOP provides a comprehensive **list of equipment and instruments requiring calibration**, detailing the types, identification numbers, calibration frequency, and responsible personnel. It ensures all measuring devices and tools maintain accuracy and reliability by adhering to scheduled calibration protocols, thereby supporting quality control and compliance with industry standards.

1. Purpose

To ensure all equipment and instruments used for measurements are regularly calibrated, maintaining accuracy and compliance with regulatory requirements.

2. Scope

This procedure applies to all measuring equipment and instruments within the facility that impact product quality, safety, and regulatory compliance.

3. List of Equipment and Instruments Requiring Calibration

Type of Equipment/Instrument	Identification Number	Calibration Frequency	Responsible Personnel
Analytical Balance	AB-001	Monthly	Lab Technician
pH Meter	PHM-015	Monthly	Lab Supervisor
Thermometer (Digital)	TH-012	Quarterly	Quality Assurance
Pressure Gauge	PG-020	Semi-annually	Maintenance Engineer
Micrometer	MIC-031	Annually	QA Inspector
Conductivity Meter	CON-004	Quarterly	Lab Technician
Humidity Logger	HL-029	Annually	Facilities Coordinator
Flow Meter	FM-020	Semi-annually	Process Engineer

4. Responsibilities

- **Calibration Team:** Maintain and update calibration records, perform calibrations as scheduled.
- **Department Heads:** Ensure equipment under their supervision is made available for calibration.
- **Quality Assurance:** Review calibration certificates, ensure compliance with SOP.

5. Records and Documentation

- Calibration certificates for all calibrated equipment
- Calibration schedule and reminders
- Equipment logbook entries for calibration

6. Review and Revision

This SOP and equipment list shall be reviewed at least annually or when new equipment is introduced or calibration requirements change.