

SOP: Post-Calibration Equipment Labeling and Sealing

This SOP defines the process for **post-calibration equipment labeling and sealing**, detailing the standardized steps to accurately label calibrated instruments and securely seal them to prevent unauthorized adjustments. It ensures traceability, maintains calibration integrity, and supports compliance with quality management systems by specifying label content, sealing methods, and documentation requirements.

1. Purpose

To provide consistent instructions for labeling and sealing equipment following calibration to maintain traceability, integrity, and compliance.

2. Scope

This procedure applies to all equipment that undergoes calibration and requires labeling and/or sealing within the facility.

3. Responsibilities

- **Calibration Technician/Engineer:** Performs labeling and sealing as specified.
- **Quality Assurance:** Verifies compliance with labeling and sealing requirements.
- **Equipment Owner/User:** Ensures labels and seals remain intact.

4. Definitions

Label

Identification affixed to equipment post-calibration, providing traceability and calibration status.

Seal

A tamper-evident device used to secure access points, preventing unauthorized adjustments.

5. Materials and Equipment

- Calibration labels (pre-printed or blank)
- Permanent markers or printers
- Tamper-evident seals
- Calibration documentation/log
- Personal protective equipment (as required)

6. Procedure

1. **Verify Calibration Results**
 - Ensure calibration is successful and all results are within acceptable limits.
2. **Prepare Label**
 - Include the following minimum information on the label:
 - Equipment identification number
 - Date of calibration
 - Calibration due date
 - Calibration performed by (initials or name)
 - Calibration status (e.g., PASSED/FAILED, if applicable)
 - Reference to calibration certificate number
3. **Affix Label**
 - Apply the label in a visible, clean, and dry area on the equipment.
 - Ensure the label is securely attached and readable.
4. **Apply Seal (if required)**
 - Install tamper-evident seal(s) at relevant access points.
 - Document seal number(s) and location(s) on the calibration record.
5. **Record Keeping**
 - Update calibration log with label and seal information.
 - Attach calibration certificate to equipment records.
6. **Final Inspection**

- Quality or responsible personnel verify label and seal placement.

7. Documentation Requirements

Record	Responsibility	Retention Period
Calibration Certificate	Calibration Technician	As per company policy
Calibration Log	Calibration Technician	As per company policy
Seal and Label Register	Quality Assurance	As per company policy

8. References

- Company Calibration Policy
- ISO/IEC 17025: General requirements for the competence of testing and calibration laboratories
- Relevant equipment manuals

Revision History:

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