

SOP: Post-Calibration Equipment Labeling and Status Indication

This SOP details the procedures for **post-calibration equipment labeling and status indication**, ensuring all calibrated instruments are accurately marked with calibration dates, next due calibration, and status indicators. It covers labeling materials, documentation protocols, identification of equipment status (e.g., calibrated, out-of-service, or requires recalibration), and the roles responsible for updates. These steps guarantee traceability, compliance with quality standards, and clear communication regarding equipment readiness and reliability.

1. Purpose

To define the requirements and process for labeling equipment after calibration and for indicating the equipment's status to ensure proper traceability and compliance with regulatory standards.

2. Scope

This SOP applies to all calibrated equipment and instruments used within the facility that require status identification following calibration events.

3. Responsibilities

- **Calibration Team:** Applies labels and records calibration data.
- **Quality Assurance (QA):** Reviews compliance with labeling and documentation requirements.
- **Equipment Users:** Verify equipment status prior to use and report missing or illegible labels.

4. Materials and Labeling Requirements

- Durable, tamper-evident calibration labels suitable for intended environment (e.g., temperature, humidity, chemical exposure).
- Permanent marker or printer for clear, legible information.
- Status indicator tags (e.g., color-coded for calibrated, out-of-service, or recalibration required).

5. Procedure

1. **Post-Calibration Label Application:**
 - Immediately upon completion and approval of calibration, affix a calibration label to the equipment in a visible, readily accessible location.
2. **Label Content:**
 - Equipment Identification Number
 - Date of Calibration
 - Next Due Calibration Date
 - Status Indicator (e.g., "Calibrated", "Out of Service", or "Recalibration Required")
 - Initials of Calibrating Personnel
3. **Status Identification:**
 - Use color codes or clear textual markers as follows:
 - **Green:** Calibrated/Ready for Use
 - **Red:** Out of Service
 - **Orange:** Recalibration Required/Soon Due
4. **Documentation:**
 - Record all calibration and label information in the calibration log or database.
 - Ensure documentation is updated and accessible for inspection.
5. **Updating/Removing Labels:**
 - Remove or update labels upon recalibration, decommissioning, or change in equipment status.
 - Out-of-service equipment must be clearly indicated and, where necessary, physically removed from service areas.

6. Records

Maintain calibration and status records for each piece of equipment as per retention policy. Ensure availability for audits and regulatory review.

7. Attachments / Sample Label Template

Field	Information
Equipment ID	[Insert ID]
Date Calibrated	[DD/MM/YYYY]
Next Calibration Due	[DD/MM/YYYY]
Status	Calibrated / Out of Service / Recalibration Required
Initials	[Personnel]

8. References

- ISO 9001:2015 “ Quality management systems
- Internal Calibration Policy
- Manufacturer’s Equipment Manual

9. Revision History

Revision	Date	Description	Approved By
1.0	[DD/MM/YYYY]	Initial Issue	[Name/Title]