

SOP Template: Pre-Production Equipment and Tool Calibration Checklist

Purpose

This SOP provides a comprehensive **pre-production equipment and tool calibration checklist** to ensure all machinery and tools are accurately calibrated before beginning production. The checklist includes procedures for verifying calibration status, adjusting instruments to standard specifications, documenting calibration results, and scheduling regular maintenance. It aims to maintain equipment precision, enhance product quality, and minimize production errors by implementing consistent calibration practices.

Scope

This SOP applies to all equipment and tools used in production and must be followed by all production personnel and quality control staff.

Responsibilities

- **Production Supervisors:** Ensure the checklist is completed before production commences.
- **Operators:** Complete and document calibration activities as outlined.
- **Quality Control:** Review calibration records and audit compliance.

Pre-Production Calibration Checklist

#	Item	Check/Action	Yes/No	Comments/Initials
1	Verify equipment/tool is listed in calibration register	Check against latest register list		
2	Check calibration label for validity	Ensure calibration date is current & not expired		
3	Inspect for physical damage or contamination	Visually inspect equipment/tools and report irregularities		
4	Verify calibration to manufacturer or internal standards	Conduct check using reference instruments		
5	Adjust if out of calibration	Perform calibration or send for recalibration		
6	Document calibration results	Record in logbook or software system		
7	Report and quarantine failed equipment	Label, remove from service, and report to supervisor		

Documentation

- Ensure calibration logs are updated and securely stored.
- File all calibration certificates and supporting documents.
- Retain records in accordance with company record-retention policy.

Calibration Schedule & Maintenance

1. Schedule regular calibration intervals as per equipment requirements or regulatory standards.
2. Maintain a master calibration schedule accessible by relevant personnel.
3. Evaluate equipment for recalibration after repairs or any suspected deviation.

Review & Approval

SOP and checklist must be reviewed annually and whenever equipment or procedures are updated. Document approval with signatures and dates below.

Name/Position	Signature	Date

Attachments

- Calibration Log Sheet (sample)
- Calibration Certificate Template