

SOP Template: Identification and Labeling of Machine to be Calibrated

This SOP details the process for **identification and labeling of machines to be calibrated**, including assigning unique identification codes, accurate documentation of machine specifications, clear labeling of calibration status, ensuring traceability throughout the calibration cycle, and maintaining updated calibration records. The objective is to guarantee precise calibration management, prevent errors, and uphold equipment accuracy and compliance with quality standards.

1. Purpose

To establish procedures for the effective identification and labeling of machines requiring calibration, ensuring proper traceability and compliance with quality standards.

2. Scope

This SOP applies to all machines, equipment, and instruments requiring calibration within the facility.

3. Responsibilities

- **Calibration Technician:** Assigns ID codes, labels equipment, updates records.
- **Quality Assurance:** Reviews documentation, ensures compliance.
- **Department Supervisors:** Ensure designated machines are available for labeling and calibration.

4. Procedure

1. **Assign Unique Identification Codes:**
 - Each machine to be calibrated must be assigned a unique identification code.
 - The code should be alphanumeric, following the existing asset identification system.
2. **Accurate Documentation:**
 - Record machine specifications including make, model, serial number, location, and usage.
 - Log all information in the calibration database or asset management system.
3. **Labeling Machines:**
 - Physically label each machine with a durable, legible tag or sticker showing:
 - Identification code
 - Calibration status (Calibrated / Due / Out of Service)
 - Last calibration date and due date for next calibration
 - Labels must be weatherproof and securely attached in a clearly visible location.
4. **Ensuring Traceability:**
 - Update all entries in the calibration log/register after each action (identification, labeling, calibration, etc.).
 - Include user initials and date for every activity.
5. **Maintaining Records:**
 - Archive historical calibration records for reference and compliance audits.
 - Review and update records regularly to ensure data accuracy and traceability.

5. Documentation and Records

Document Name	Description	Storage Location	Retention Period
Calibration Log/Register	Records all machines' unique ID, details, status, calibration dates	Calibration Office/Database	5 Years
Calibration Certificates	Issued after each calibration	Quality Department	5 Years
Label Samples	Reference for label format & content	Calibration Office	While in use + 1 year

6. References

- ISO 9001: Quality Management Systems
- Internal Asset Management Procedures
- OEM Equipment Manuals

7. Revision History

Version	Date	Description	Approved By
1.0	2024-06-21	Initial Issue	QA Manager