

SOP Template: Post-calibration Review, Sign-off, and Scheduling of Next Calibration

This SOP details the process for **post-calibration review, sign-off, and scheduling of next calibration**, ensuring accurate documentation and validation of calibration results. It includes steps for reviewing calibration data, obtaining necessary approvals, formally signing off on completed calibrations, and scheduling the subsequent calibration to maintain equipment accuracy and compliance with quality standards.

1. Purpose

To outline standardized procedures for reviewing post-calibration results, signing off on completed calibrations, and scheduling subsequent calibrations in compliance with quality and regulatory requirements.

2. Scope

This procedure applies to all personnel involved in equipment calibration and documentation within [Department/Organization Name].

3. Responsibilities

- **Calibration Technician:** Complete calibration, document results, and submit for review.
- **Reviewer/Supervisor:** Review and validate calibration data, provide sign-off, and ensure accuracy.
- **Calibration Coordinator:** Schedule the next calibration and update records.

4. Procedure

1. Review of Calibration Data

- Upon completion, the technician submits calibration data and related documentation to the designated reviewer.
- The reviewer verifies the completeness, accuracy, and compliance of the calibration records against standards and manufacturer specifications.

2. Sign-off Process

- If the calibration results are satisfactory, the reviewer signs and dates the calibration record, confirming accuracy and compliance.
- If deficiencies are found, the item is returned to the technician for correction before final sign-off.

3. Documentation

- All signed calibration records are stored in the appropriate log or electronic database, following company document control procedures.

4. Scheduling of Next Calibration

- The Calibration Coordinator reviews calibration intervals based on equipment type, manufacturer recommendations, and regulatory criteria.
- The next calibration due date is recorded in the calibration schedule or maintenance management system.
- Reminders or notifications are set to ensure timely future calibration.

5. Records

- Completed and signed calibration reports
- Calibration schedules

- Review and approval documentation

6. References

- Manufacturer equipment manuals
- Internal calibration procedures
- Regulatory and quality standards (e.g., ISO/IEC 17025)

7. Revision History

Version	Date	Description	Approved By
1.0	[Date]	Initial creation	[Name]