

QMS Procedure

7.1.5. Monitoring and Measuring Resources

7.1.5.1. General

7.1.5.2. Measurement traceability

Scope

This procedure defines the routines and records necessary to ensure that the equipment and instruments used by J & E Hall International personnel for the inspection and testing of products, installations and equipment, is fit for purpose, regularly checked for integrity and subject to calibration where appropriate. Inspection, measuring, and test equipment used to check or set up equipment shall be maintained in a known state of calibration.

J & E Hall International's personnel shall either carry out calibration internally or by an approved laboratory, in all cases, there should be traceability to National Standards, where no such standard exists the basis used for calibration shall be documented.

1. Procurement of Equipment and Instruments

All equipment and instruments used for inspection and test purposes shall be purchased to high quality Industry Standards and / or British or International Standards where these exist for the items concerned.

2. Identification of Equipment and Instruments

All measuring or test instruments shall be permanently marked with a unique identification number. These numbers shall be recorded in the departments test equipment records.

3. Calibration of Equipment and Instruments

The system for calibrating equipment and instruments is carried out on an annual basis by an external resource; refer to 'Calibration Flow Chart Process' JEH-Q1-044.

4. Faults Found on Test or Calibration Equipment

Where test, measuring or inspection equipment are found to be faulty or out of calibration it is removed from service and either repaired or replaced.

5. Records

Records of the testing are held centrally.