

## Overview

This standard covers carrying out, recording and reporting routine calibration of equipment. It does not cover calibration using primary or secondary reference devices, which is normally done by specialist contractors.

This standard is for those who carry out routine calibration operations following the organisation's standard operating procedures.

## Performance criteria

### *You must be able to:*

1. confirm that your work is carried out in accordance with the approved codes of practice and the organisation's procedures
2. carry out all work in accordance with the relevant environmental and health and safety legislation, risk assessment requirements, codes of practice and the organisation's policies
3. assess the risks to health and safety before starting and throughout the activity
4. use safe practices and the correct clothing and personal protective equipment (PPE) for the activity
5. maintain communication with colleagues and all those involved in, or affected by, your work
6. carry out calibration at specified intervals according to standard operating procedures
7. maintain the integrity of calibration equipment and materials
8. interpret the results of calibration to decide if equipment remains serviceable
9. follow the required procedure if calibration reveals results that are not within the specified operational limits
10. identify factors affecting the performance of calibrated equipment in order to minimise adverse effects
11. follow the required procedure in the event of an abnormal occurrence or malfunction to minimise hazards, loss of materials or data and to report the occurrence
12. label the equipment clearly and accurately to indicate status
13. identify, isolate and label equipment that cannot be calibrated to standard operating specifications
14. take action to report equipment that cannot be calibrated in accordance with the organisation's procedures
15. clean, store or dispose of calibration equipment and materials according to standard operating procedures
16. update records of calibration accurately using the required documentation

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## Knowledge and understanding

*You need to know and understand:*

1. your responsibilities under the relevant environmental and health and safety legislation, codes of practice and the organisation's policies
2. the importance and correct use of appropriate personal protective equipment (PPE) when carrying out activities in a Home Office designated establishment
3. the principles of calibration
4. the calibration requirements for the equipment you are responsible for
5. the required calibration procedures and routines
6. the correct calibration equipment to use
7. the units of measurement that should be used
8. the methods that can be used to control conditions for calibration
9. the acceptable tolerances for the equipment you are calibrating
10. the methods used to record and label the calibration status of equipment
11. the procedure for reporting equipment that cannot be calibrated
12. how to clean, store or dispose of calibration equipment and materials after use
13. the actions to take in the event of abnormal occurrences
14. the documentation that needs to be completed and the organisation's procedures for this

## Glossary

**Documentation could include:** calibration procedures and schedule; standards for calibration; valid calibration certificates; equipment record forms; laboratory management information systems; records/printouts showing equipment performance.

**Standard operating procedures:** to include all relevant instructions, departmental procedures, codes of practice, organisational requirements, in-house procedures, UK, EU and International standards.

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**Suite** Animal Technology

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