



CONTROL OF MEASUREMENT AND MONITORING EQUIPMENT

P06

Rev. 02
20XX/06/10

Approval
Quality Manager

Preparation
Head of Maintenance

CONTROL OF REVISIONS

Initial Emission – 20VV/11/10

Revision 01 – 20XX/02/08 – Inclusion of equipment of the environment

Revision 02 – 20XX/06/10 – Inclusion of equipment for OH&S

1. Objective

Establish the conditions for control of measurement and monitoring equipment, including calibration and intermediate verification, required in the measurement and monitoring of the Management System processes.

2. Responsibilities

Head of Maintenance

3. General Conditions

3.1. Measurement instruments shall be individually identified and calibrated at prescribed intervals against standards that can be traceable to national or international standards. Controlled instruments shall be included in the instrument control form F30 – Control of Measurement Equipment. Other instruments where its uses are only for verification, not affecting the quality of services will not be calibrated and controlled.

3.2. Thermometers of freezers are not calibrated externally, and their measuring results must be validated periodically against externally calibrated instruments.

3.3. All external calibration should be performed in approved supplier with calibration laboratories belonging to ILAC or laboratories using standards with traceability to these accredited laboratories.

3.4. Measurement instruments, if possible, must have identification showing the calibration status, in order to alert the user to the validity of the calibration.

3.5. Acceptance of measuring equipment calibration must meet the following criteria with reference to the measuring system effectiveness:

$$\frac{\text{Smaller tolerance required (+ -)}}{3} \geq \text{Total Error of the Instrument}$$

Namely, the total error of the instrument must be less than 33% of the allowable error in the process.

3.6. Every month should be checked and recorded in form F31 the temperature of the freezer and refrigerators to ensure optimal operating temperature (Freezer - 18 0C, cooler 60C) the standard deviation of acceptance of both is + or – 2°C.

3.7. When measuring instruments, are found out of calibration, measurement results and previous activities should be evaluated to see if there has been any risk of nonconformance. It should be registered a nonconformance report to document the event and be taken the required corrective action.

3.8. The automatic mechanism for placing laundry cleaning products must be validated in the requisite elated to the amount, as it must be validated by an external calibrated instrument. This validation should be recorded.

3.9 The calibration should be performed on equipment usage range.

3.10. Depending on the importance of the measurement to be performed, including any year or control of parameters covered by legal requirements, the equipment may require intermediate verification, to be performed no interval between calibrations. At the intermediate verification and at the periodicity of its realization it will be indicated not in the form F30 - Control of measuring equipment.