

			<h2>Gage Calibration / Verification</h2>
QMS PQ10	Rev B	Date 01-24-19	Procedure Authority: Quality Assurance Manager

Purpose: The purpose of this procedure is to describe the methods used to ensure proper gage calibration/verification.

Scope: This procedure will address “out-house” gage calibration and “in-house” verifications to calibrated standards, frequency, identification and labeling, recall, damaged gages, product checked with a defective gage, and associated calibration records.

Responsibility: The Quality Manager is responsible for administering this procedure.

Definitions: NA

Reference Documents: NA

Procedure:

1. All gages used for final acceptance of product, will be cataloged in our gage calibration system.
2. All gages will be identified with a unique number. A sticker will be applied whenever possible, with information pertinent to the calibration, (i.e. Gage number, date calibrated, expiration date.).
3. Calibration of final acceptance gages will be performed by an approved vendor and must be calibrated with equipment traceable to the N.I.S.T.
4. Calibration frequency will be established by the Quality Manager and will be based on the type of gage, criticality of application and expected usage.
5. A computer recall system will be used to catalog gages, record relevant information, and generate timely recall information to prevent the use of gages with expired calibrations*. A recall list will be issued to responsible personnel on a monthly basis.

*** Note: Our gage recall process is applied on a month to month basis. Consequently, gages due for calibration will not be considered expired until the 1st day of the following month.**

6. Damaged or suspect defective gages will be sent to the Quality Department for analysis. Any product checked with a damaged or suspect defective gage must be re-checked with a calibrated gage. If a damaged gage is beyond economical repair, the gage will be disposed of by the Quality Department and cataloged as an “Out of Service” gage in the database.
7. Lost gages will be cataloged as a “Lost” gage in the database, until it is found and properly calibrated.

Procedure Continued:

- 8. All gages will be handled and stored in a manner to preserve their accuracy.
- 9. Any gage not used for final acceptance may, at the discretion of the Quality Manager, be labeled “Reference Only.”

Note: “Reference Only” gages, devices, or fixtures are developed for a quick reference or check and to assist operators in quality decisions. (They may not require the same level of analysis as more complex measurement systems) ¹. Although, reference only gages may not be used for final inspection, they should be included in the gage calibration system for proper control.

- 10. Records of calibration will be maintained in accordance with procedure “PQ2.”

¹ Measurement System Analysis – MSA manual; Section C “Measurement Strategy and Planning”

AMENDMENT RECORD

Revision	Date	Details	Authority
A	09-01-17	Originated	E. Ide
B	01-24-19	Added explanation regarding month to month gage collection and its relevance to judging expired calibrations.	E. Ide