

			<b>Gage Calibration – Tool Room Gages</b>
<b>QMS</b> <b>GI-TR7</b>	<b>Rev</b> <b>B</b>	<b>Date</b> <b>10-16-13</b>	<b>Procedure Authority: Quality Assurance Manager</b>

**Purpose:** The purpose of this procedure is to describe the methods used for Gage verification/calibration in the Tool Room.

**Scope:** The scope includes verification/calibration of company owned gages as well as employee personal gages.

**Responsibility:** The Quality Manager is responsible for administering this procedure and the Tool Room Manager is responsible for employee attention to their personal gages.

**Reference Documents:** FTR4 Gage Verification

**Procedure:**

1. Among the gages used in the Tool Room are:
  - Company owned gages, used for “Reference Only”.
  - Employee personal gages, used for “Reference Only”.
  - Company owned gages, used as measurement standards or final acceptance purposes.
2. Employees with personal gages must verify them a minimum of once per month using calibrated standards, i.e. micrometer standards, gage blocks, etc.
3. Each employee must keep records of their gage verifications; recorded on Form FTR4.
4. If any problems are found with Company owned gages it must be reported to the Department Manager and the Quality Manager.

**Note:** *To illustrate the proper protocol for Tool Room Gages, see attached flow chart.*

# Gage Selection and Verification Protocol

