

CROSS INDEX OF CALIBRATION SYSTEM REQUIREMENTS

Company Name: _____

Address: _____

Prepared By: _____

Title: _____ Date: _____

Please indicate where each program element is covered. If documentation does not exist because a specific program element does not apply, so state and explain. If additional space is required, use a separate sheet. (May be handscripted)

PROGRAM ELEMENT	LIST COMPANY DOCUMENT TITLE, NUMBER, REVISION, SECTION, PARAGRAPH, PAGE, ETC. (As Applicable)
CALIBRATION	
1. Description of Calibration System	
a. Controls for segregation of obsolete, damaged, or otherwise inaccurate equipment.	
b. Controls for verification of production tooling (jigs, fixtures, etc.) when used	
c. List of measurement standards (references and transfer) DSCC Form 36	
d. Availability of system description, procedures, and calibration reports.	
2. Adequacy of Measurements Standards, Standards established for calibration of testy and measuring equipment have the capabilities for the intended use.	
a. Accuracy	
b. Stability	
c. Range	
3. Environmental Controls	
a. Environmental conditions controlled to the extent necessary to assure continued measurements of the required accuracy. Considerations given to:	
(1) Temperature	
(2) Humidity	
(3) Vibration	
(4) Cleanliness	
(5) Other controllable factors affecting precise measurement	
b. Controls for the application of compensating corrections to calibration results obtained in environments other than standard.	
4. Calibration Intervals Procedures provide control for:	
a. The calibration of measuring and test equipment and measurement standards at periodic intervals	
b. The establishment of an interval period based upon stability, purpose, and degree of usage.	
c. The adjustment of interval periods when evidenced by the results of previous calibrations.	

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5. Calibration Procedures	
a. Preparation, provision, and utilization of written procedures for the calibration of measuring and test equipment and measurement standards	
b. Requirements for calibration to be performed by comparison with higher accuracy level standards	
c. Utilization of published standard practices or manufacturer's instructions.	
d. Surveillance or checks that procedures are being followed	
e. Availability of procedures to calibration personnel	
6. Out of Tolerance Evaluators	
a. Evaluation of suspect products	
(1) Procedures to determine impact of out of tolerance equipment on product quality	
(2) Corrective action procedures for out of tolerance equipment	
(3) Records of results of analysis and corrective action	
(4) Records are available to Government representative	
b. Evaluation of calibration system accuracy	
(1) Procedures evaluate the calibration system based on results of generated calibration test date	
(2) Calibration system includes: Adjustment of calibration frequency, adequacy of measuring or test equipment, review of calibration procedure; Identification of unsatisfactory or inaccurate equipment	
7. Calibration Sources Procedures provide control for:	
a. The calibration of test and measuring equipment by a source whose standards are traceable to the National Institute of Standards and Testing	
b. The calibration of reference standards by a capable commercial facility, a Government laboratory or the National Institute of Standards and Testing	
c. A report, certificate, or data sheet attesting to the data, accuracy, and conditions under which the calibration results of reference standards were obtained	
d. The provision of reports, record cards, etc., for subordinate standards, measuring and test equipment when such information is deemed essential	
e. Assuring that calibration sources other than the National Institute of Standards and Testing or a Government Laboratory are in fact capable of performing the required service	
f. Producing such reports for review by the Government representative	
8. Application and Records Procedures provide control for:	
a. Supporting records to show that established schedules and procedures are applied to maintain the accuracy of measuring and test equipment and measurement standards	

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b. An individual record of calibration for each item of measuring and test equipment and measurement standard providing calibration interval, date of certification and result of last calibration	
c. Noting the report of certificate number on the individual record of these items whose accuracy is reported by calibration report or certificate	
9. Calibration Status Procedure provides control for	
a. The labeling or other means shall be established to assure adherence to calibration schedules. The system shall indicate the date of last calibration, by whom calibrated, and when the next calibration is due	
b. An identifying code to reflect the status of serviceability for those items whose size or functional characteristics prohibit the application of a label	
c. The monitoring of recall records assure adherence to calibration schedules	
d. Labels, codes, or recall records indicating the applicable condition of those items which are not required to be used to their full capabilities or which require a functional check only	
10. Control of Subcontractor Calibration to this standard is assured by the contractor to the degree necessary to assure compliance with contractor requirements	
11. All Measuring and Test Equipment Handling Procedures provide assurance that transportation shall not adversely affect the equipment	
12. Amendment and Revisions	
a. The contractor may allow or authorize his subcontractor to follow the amended or revised standard subsequent to contractually effective date, where no increase in fee or price is involved	
b. The contractor shall not be required to follow the amended or revised standard except as a change in the contract	
c. Procedures provide for notification of the contracting officer	