

James Walker	<b>Title:</b>  Oven (Test Room) Temperature Calibration Procedure	<b>Date:</b>  Sep 23, 2021	<b>Rev:</b>  4	<b>Page:</b>  Page 1 of 2	<b>Document No:</b> QPD132 <b>Approved by:</b> M. Ashbridge
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**REASON FOR UPDATE:** Addition of '±' in front of tolerance value.

**ASSOCIATED DOCUMENTS:** F216 / Calibration Certificate

1. **PURPOSE**

1.1 To provide a procedure for the test room oven temperature calibration process.

2. **SCOPE**

2.1 This document applies to all those involved with the calibration of an oven in the test room only.

3. **RESPONSIBILITY**

3.1 The Test Room Manager is responsible for updating and communicating the details within this procedure.

4. **PROCEDURE**

**Transfer Standard** - Calibrated master temperature calibrator (thermometer) and 3mm probe.

4.1 Make sure there is no damage to any part of the oven.

4.2 Insert probe through rear port into the main chamber taking care to leave the plastic handle outside the oven, and switch on the thermometer.

4.3 Set the oven temperature to the first temperature interval.

4.4 Allow the temperature in the oven to stabilise and the display to reach the set temperature interval.

4.5 Allow the thermometer display to stabilise.

4.6 Record the thermometer value on the form.

4.7 Record the oven display value on the form.

4.8 Record the error on the form.

4.9 Set the oven temperature to the second temperature interval.

4.10 Repeat steps 4.4 to 4.8.

4.11 Set the oven temperature to the third temperature interval.

4.12 Repeat steps 4.4 to 4.8.

4.13 The allowable error between the oven temperature value and the thermometer value should be no greater than **±10°C**. Errors over this are still acceptable, but in either scenario, an error table should be stuck on beside the oven display.

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**4.14** Ensure the following items are documented on form F216:

- Certificate Number
- Oven TT Number / Cal Date
- Thermometer Number / Cal Date
- All Readings
- Calibration Interval
- Next Calibration Due
- Accept / Reject Decision Box
- Employee's Name and Signature

**4.15** Check the oven TT number is clear.

**4.16** Place a new colour coded calibration sticker on the oven.

**4.17** If there is a digital display add an offset label to the display if required.

**4.18** Update the calibration spreadsheet, type up the hand written form electronically and save the final certificate in the appropriate folder.