REASON FOR UPDATE: Change in title of person responsible per 3.1
Removal of reference to Trescal throughout
Above replaced with "an approved external calibration provider"
Simplification of process, more onus on external provider
Calibration now arranged centrally through the Quality Department

ASSOCIATED DOCUMENTS: Calibration spreadsheet

1. PURPOSE

1.1   To provide a procedure for calibrating a Tachometer.

2. SCOPE

2.1   This document applies to the calibration of a Tachometer.

3. RESPONSIBILITY

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

4. PROCEDURE

4.1   Device to be calibrated externally using UKAS calibration by an approved external calibration provider capable of performing the calibration to this standard.

4.2   Make sure the tachometer is in good condition before sending for calibration.

4.3   Raise a request with the Quality Department, who will arrange calibration with the approved external calibration provider.

4.4   Package the tachometer and hand over to the Quality Department, who will arrange the delivery to the approved external calibration provider, who will perform the calibration to the stipulated standard.

4.5   Upon return, check the calibration certificate for acceptance, all errors < 5%.

4.6   **If all errors are < 5%,** update the calibration spreadsheet and label the device with the appropriate sticker in accordance with team numbering convention. **Calibration is complete.**

4.7   **If any error is > 5%** at any speed value tested against, immediately quarantine the Tachometer.

4.8   Liaise with the Quality Department to resolve the issue, using the following options:

      i.   Destroy Tachometer and replace with new model and certify
      ii.   Repair tachometer and recertify from 4.1 onwards.
      iii.   If error is isolated and minor, attempt re-calibration from 4.1 onwards.