

James Walker	Thermo Hygrometer Calibration	Date: Aug 25, 2020 Reaffirmed 2023	Rev: 3	Page: Page 1 of 1	Document No: QPD119 Approved by: Test Room Manager
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REASON FOR UPDATE:

- Process now conducted by external third party as opposed to in house
- Process is done in conjunction with temperature scale on same device therefore superseding QPD120, which will be withdrawn.
- Change of process owner

ASSOCIATED DOCUMENTS: FMP33, Calibration Spreadsheet

1. PURPOSE

- 1.1 To provide a procedure for arranging the calibration of the Thermo-Hygrometer (temperature and humidity meter)

2. SCOPE

- 2.1 This document applies to all those involved with the calibration of the Thermo-Hygrometer (temperature and humidity meter)

3. RESPONSIBILITY

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

4. PROCEDURE

- 4.1 Ensure device functioning as desired prior to arranging third party calibration.
- 4.2 Obtain quotation from appropriate third party capable of traceable calibration to recognised national standards.
- 4.3 Ensure method to be used follows the most up to date national or international standard testing standard.
- 4.4 Ensure calibration values to be used are sufficient and cover the entire range of values for humidity and temperature for which the device is to be used for.
- 4.5 Package device and send to third party with relevant documentation.
- 4.6 Upon return:
- Check the calibration certificate for acceptance, all errors within allowable tolerance stipulated on certificate.
 - If the device has failed calibration, work with the relevant third parties to conduct the relevant repairs or replacement, and recertification.
 - If acceptable, update the Calibration system with the up to date certificate and information and re-sticker the device accordingly.