



Plastica Ltd

Monitoring and Measuring Resources

(ISO 14001:2015, Clause 9.1.1, ISO 45001:2018, Clause 9.1.1)

Creation Date: 14/06/23

Reviewed On: 12/06/24

Version: 2

HS&E 30

1.0 Introduction

To define the requirements and responsibilities for:

- a) Identification;
- b) Calibration;
- c) Maintenance of monitoring and measuring equipment

2.0 Scope

This procedure applies to all equipment used to monitor or measure product or processes for verification of product conformity conducted for Plastica Ltd at their site and locations.

3.0 Responsibility

The Directors will provide the necessary resources (equipment) required to ensure valid and reliable monitoring and measuring results. These resources will be suitable to meet Plastica Ltd's monitoring and measuring requirements and will be maintained to ensure their continued fitness for purpose.

The Directors will allocate responsibility for verifying the status of measuring and monitoring equipment prior to using the tool and submit equipment requiring calibration to the appropriate body by the calibration due date or when necessary.

The Directors will allocate responsibility for maintaining calibration records, scheduling and coordinating calibrations both internally and with external suppliers.

Allocated responsibilities are defined.

Supplier – Refers to the external supplier responsible for calibrating equipment.

4.0 Procedure

4.1 Requirements and Selection of Monitoring and Measurement Equipment

4.1.1 Identification of measurements to be made and required tolerances are documented in drawings, specifications, inspection and testing procedures.

4.1.2 The External Quality Manager is responsible for selecting appropriate measuring and monitoring equipment.

4.2. Calibration

4.2.1 The External Quality Manager is responsible for maintenance, calibration and control of all inspection, measuring and test of equipment on loan/hire.

4.2.2 All calibrations, whether completed externally or internally, will be traceable to international or national standards, or, when such standards are not practicable, the basis for calibration will be documented.

4.2.3 When calibration is completed by an external subcontractor, the External Quality Manager will schedule pickup/delivery, verify the identity of all equipment transferred to and received from the service, and verify all appropriate records are completed and received.

- 4.2.4 All calibration subcontractors will be selected and qualified based on their ability to meet company requirements for calibration. Performance of subcontractors will be monitored to ensure effectiveness.
- 4.2.5 In-house measuring equipment is calibrated in accordance with written instructions or other controlled documentation.
- 4.2.6 The tool owner is responsible for protecting calibrated equipment from damage and deterioration and for submitting the equipment to the External Quality Manager when scheduled for calibration. The tool owner also ensures that suitable calibrated replacement measuring equipment is used whenever a primary piece of equipment is out of service for calibration.
- 4.2.7 Calibrated equipment is labelled with a sticker indicating the due date of the next calibration. Equipment that is past due shall be deemed out of tolerance and must not be used and shall be reported to the External Quality Manager immediately.
- 4.2.8 All measurement standards used in the calibration system shall be supported by certificates and calibration records.
- 4.2.9 The External Quality Manager provides the information for the Calibration Register to be maintained on My Compliance. The Calibration Register contains the following information:

Asset Manager/Owner

Name

Location

Type

Compliance Requirements (length of calibration)