

Control of Measuring Devices & Mechanical Lifting Equipment**EN ISO 9001 2015****Authorised:**

This procedure has been completely reviewed and renamed. Therefore no individual paragraphs have been starred (*) to indicate changes.

1. AIM

To define the actions, authority and responsibility within the Company necessary for adequate control of inspection, measuring and test equipment

2. SCOPE

All equipment used to control or verify product dimensions or other measurable parameters.

3. RESPONSIBILITY

Quality Consultant: for co-ordination of this procedure and for liaison with subcontractors if external calibration is needed.

Department Managers/Supervisors: expertise to ensure all measuring equipment is 'fit for purpose' and that any defects are addressed to prevent measurements being incorrectly made.

4a. METHOD – MEASURING DEVICES

i) Vernier's, micrometers etc.

All equipment subject to calibration or any form of monitoring of its measurement accuracy are allocated a unique Calibration Reference.

Calibration is conducted either internally using slip and ring gauges which has been established in accordance with manufacturers instructions or are calibrated externally by an approved subcontractor.

Calibration Record identify for each item:

- a) Equipment Identification
- b) Calibration Frequency
- c) Internal or External Calibration
- d) Calibration History showing:
 - i) Date last calibrated
 - ii) Date next due

Due dates for equipment is monitored by the Quality Manager. When equipment is due for calibration.

New items of measuring and test equipment are reviewed by the Departmental Managers/Supervisors to assess whether it should be covered by this procedure and controls established to ensure its accuracy during use.

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ii) Moulding

Moulding calibration is carried out by an external contractor.

iii) Weighing Equipment

Weighing equipment is calibrated every 12 months by an external contractor.

If at any stage, measurement and test equipment is found to produce inaccurate readings, it shall be identified as suspect and investigated by the Manager/Supervisor and repaired, replaced or recalibrated as necessary by the use of slip or ring gauges held by the Quality Consultant.

Any measurements taken using the faulty equipment will be re-measured to ensure they are correct.

4b. METHOD – MECHANICAL LIFTING EQUIPMENT

- i) Regular visits occur by an Insurance Inspection Office to ensure all lifting equipment covered under the Lifting Operations and Lifting Regulations 1998 (LOLER) in use is 'fit for purpose', appropriate for the task, suitably marked and in many cases, subject to statutory periodic thorough examination.
- ii) All items identified for attention are actioned and monitored for completion.

5. RECORDS

Plastica will maintain "Calibration Record" (or an equivalent computer database) to indicate:

- what inspection, measuring and test equipment we hold, including a unique identifier;
- what is the appropriate period of calibration for each type of equipment;
- when the next calibration is due for each item of equipment;
- the results of the last calibration.

We will keep the following documents as quality records:

- Calibration Record;
- test certificates where appropriate.

Cross References

Control of Non-Conformances
Critical Purchases
Document & Data Control