

# MEASURING DEVICES CHECKLIST

FORMAT NO.:

SR	CHECKLIST POINT	EVIDENCE	CORRECTIVE ACTIONS	STATUS
01	Is there all the measuring devices having a individual calibration calendar? Schedule? Check the calibration schedule and last date of updated.			
02	Is the measuring devices are listing in sheet? List of measuring device is available? Updated? Kindly check the measuring device list, any record information on measuring device having tagged? , what is the tag number?			
03	Check whether all the equipment is properly calibrated? Take as any measuring devices for the verification.			
04	Is there implementation in records, tags are available?			
05	What the procedure for failure measuring devices? Is there proper maintenance & its information is available? What is the method for the withdrawn of the measuring devices from process? It's there failed measuring devices are records in any register? Evidence are available?			
06	Is there measuring device calibration are down in in-house or by external agency, if partly or full calibration process are done internally, Whether calibration procedure are available?			
07	How to traceable measuring devices? Is there standard system is operating?			
08	Whether Calibration lab is certified with international standard requirements?			
09	Is there training for calibration are provided to calibration technicians? Calibration training certifications of approvals are available?			
Auditor Name		Signature	Auditee	Signature