# CONTROL OF MONITORING AND MEASURING EQUIPMENT

## ENGINEERING SERVICES DIVISION
MINISTRY OF HEALTH

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## RECORD OF CHANGE

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1.0 PURPOSE

Calibration of Test Equipment is necessary to ensure that the measuring and test equipment are controlled, maintained and calibrated.

2.0 SCOPE

This procedure applies to relevant measuring and test equipment used by this division.

3.0 REFERENCE

- BPK-QM
- ISO 9001:2008

4.0 DEFINITION

N/A

5.0 RESPONSIBILITIES

Deputy Directors, QMR, DQMR, Senior Assistant Directors, Assistant Directors
6.0 PROCEDURE

Process FlowChart

1.0 Inventory of Equipment

1.1 Records of measuring and test equipment are maintained in Daftar Harta Modal (KEW-312) in the respective file

2.0 Service and Calibration Procedures
2.1 The respective Cawangan will determine the measuring and test equipment requiring calibration

2.2 The measuring and test equipment will be calibrated and adjusted at prescribed intervals or prior to use in accordance with the manufacturers manuals

2.3 For equipment requiring calibration against standard, it should be traceable either to national, international or manufacturer’s standards

2.4 For equipment that need no calibration against standards, adjustment procedure will be done accordingly

3.0 Record Keeping

3.1 The calibration status will be recorded in KEW-312 and will be indicated on the test equipment by a sticker which includes the date & details of calibration. (e.g. calibration values or certificate number)

3.2 Equipment not to be used anymore, will be identified as ‘OBSOLETE’

4.0 Checking of Calibrated Equipment

4.1 In-house checking on the proper functioning of equipment is carried out or performed whenever necessary

4.2 If the equipment is found to be not in order or not functioning, the equipment will be sent to the supplier for service and repair and/or calibration. In that event, the validity of the previous test result will be reassessed and if necessary, the result will be reconfirmed

4.3 All functioning equipment will be stored in appropriate environmental conditions
7.0 RECORDS

7.1 File No. KKM/153/H/04

7.2 File No. KKM-153 (13/66)

7.3 File No. KKM-153 (H/02)

8.0 ATTACHMENT

N/A