

## CALIBRATION – TESTS AND MEASUREMENTS Best Practices Charter

All employees carrying out Calibration tests and measurements are required to commit to the Trescal Golden Rules on an annual basis.

### My commitment is to:

- 1 - Undertake Trescal's commitments, based on client needs for:
  - > Accredited or Non Accredited Calibration / Testing;
  - > Carried out to Trescal procedures or Specific Standards;
  - > Related documents;
  - > To be sent to the correct location in a timely manner;
  - > Reduce Turn-Around-Time (TAT) to a minimum.
- 2 - Ensure **that I am authorised** to perform the calibration in the relevant parameters; and if I am not then refer this to my line manager.
- 3 - Select the **appropriate working procedure** or automated program; and if they are missing I refer to my line manager.
- 4 - **Identify the test equipment and the other technical resources** specified by the procedure. Ensure the equipment is calibrated and in full working order.
- 5 - I ensure **that the environmental conditions** e.g. temperature, humidity, pressure, gravity, etc. comply with the specifications defined by parameter, nature of work, etc. If they do not, I refer to my line manager.
- 6 - **Carry out the service** in accordance with the general procedures:
  - > Preparation of resources;
  - > Technical operations and data management.
- 7 - **Issue and file** the documents:
  - > Calibration certificates, inspection or testing reports, etc. according to quality procedures and contractual commitments;
  - > Systematic recording of original data and measurements found out of tolerance (before adjustment or repair).
- 8 - **Complete the operation** or procedure with:
  - > Final control and recording of the technical and industrial data on the designated IT system(s);
  - > Activity report for in situ work;
  - > Appropriate calibration labels, other suitable labels, seals, etc;
  - > Ensure that the equipment is returned clean.

I hereby agree respect and uphold the applications of this charter:

Name:

Date:

Signature:

