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1. Purpose

The purpose of this procedure is to define mechanism and responsibilities for performing calibration of those measuring and monitoring equipment which are used to measure or monitor product IMScharacteristics / process performance /environmental compliance / safety compliance.

1. Scope

This procedure is applicable to all measuring and monitoring equipment that are being used for measuring, testing and monitoring activities under the scope of IMS

1. Responsibility

* R & D and labs implement this procedure at Packages for all equipment, except pneumatic, electrical and mechanical.
* Pneumatic & Electrical / Electronic Equipments:

Respective Business Unit Manager is responsible for the calibration of electrical / electronic equipments.

* Mechanical Equipments: BUM (Roll cover & mechanical fabrication) is responsible for the calibration of mechanical instruments.

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1. Procedure
2. Equipments can either be calibrated through approved calibration agencies or in-house. The equipments which are calibrated through approved agencies are called master/standard equipments. List of such equipment is maintained on QR/11. All the master/standard equipments used for in-house calibration must be calibrated at defined interval against national / international standards.
3. The responsible managers for in-house calibration ensure that the calibration of the measuring and monitoring equipments is carried out at defined intervals. Calibration Matrix (QR/12) of equipment that requires calibration (in-house) is maintained by the concerned manager. This matrix identifies equipment name, unique identification number of the equipment, location, reference of operational procedure and calibration frequency.
4. Equipment specific technical manuals or in-house approved procedures (operational procedures) may be used as reference for calibration, when it is done in-house.
5. An information enlisting the equipments to be calibrated along with due dates will be sent to respective divisional heads/Incharge/planning in the first week of every month. If equipment is not available for calibration till the first week of next month or after 10 working days of due date, an internal system non conformance (CAR) will be issued.
6. **Monthwise Calibration matrix will be prepared for PM9 devices and instrumentation team will ensure the calibration within planned month during machine shutdown.**
7. Where practicable, stickers or labels are placed on calibrated equipment to indicate its calibration status, the information on the sticker / labels may include :

* Calibrating Department
* Equipment Name
* Identification number
* Calibration Date
* Next Calibration due date
* Calibrated By

\*Note: Where provisioning of sticker / label is not possible to indicate the calibration status, then the calibration record / certificate provides the status of calibration.

1. The record of in-house calibration is maintained on QR/13. Whereas calibration certificates are maintained for the equipment calibrated by an outside agency.
2. If new equipment is incorporated in the system or any equipment is relocated /replaced in any department, information will be sent within 15 days to respective calibration authority for update of calibration matrix.
3. If equipment is found to be out of its calibration limits, a written information is sent to the production department showing the date of last calibration so that earlier tests carried out by this equipment are verified for correctness.
4. Recommended calibration / environmental conditions are maintained during calibration of all equipments mentioned in the operational procedure.
5. The measuring and monitoring equipments should be handled with care, to protect against damages. For this purpose unauthorized personnel should not handle or operate the equipment.
   1. Records

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| --- | --- | --- |
| Record No. | Record Name | Retention Period |
| QR/11 | List of Master Equipment | 2 Years |
| QR/12 | Calibration Matrix | 2 Years |
| QR/13 | Calibration Record (In-house calibration) | 2 Years |
| - | Calibration Certificates (master equipments) | 2 Years |

AMENDMENT HISTORY

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| REV # | DATE | PART/ SECTION | NATURE OF AMENDMENT | DONE BY |
| 1 | July 2024 | First page | Incorporation of review history | Hina |

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