ChecklistGuro

Calibration Checklist

Equipment Identification & Information

Verify equipment details and calibration history.

Equipment Name/Description

Write something...

Manufacturer

Write something...

Model Number

Write something...

Serial Number

Write something...

Asset Tag Number

Enter a number...

Date of Last Calibration

Enter date...

Next Calibration Due Date

Enter date...

Location

- [ ] Production Line 1
- [ ] Production Line 2
- [ ] Quality Control
- [ ] Warehouse
- [ ] Other

Any previous issues or notes?

Write something...

Environmental Conditions

Record and monitor ambient temperature, humidity, and other relevant environmental factors.

Ambient Temperature (°C)

Enter a number...

Ambient Temperature (°F)

Enter a number...

Relative Humidity (%)

Enter a number...

Air Pressure (kPa)

Enter a number...

Date of Environmental Measurement

Enter date...

Time of Environmental Measurement

Notes on Environmental Conditions (e.g., drafts, unusual fluctuations)

Write something...

Calibration Standards

Confirm traceability of calibration standards to national or international standards.

Standard Serial Number

Enter a number...

Standard Uncertainty (k=2)

Enter a number...

Standard Traceability (e.g., NIST, ISO)

- [ ] NIST
- [ ] ISO
- [ ] Other (Specify)

Traceability Details (Specify originating standard)

Write something...

Standard Calibration Due Date

Enter date...

Standard Calibration Certificate

Upload File

Standard Condition (As Received)

- [ ] Within Tolerance
- [ ] Out of Tolerance
- [ ] Unknown

Preliminary Checks & Warm-up

Perform initial assessments and allow sufficient warm-up time for stable readings.

Equipment Serial Number

Enter a number...

Visual Inspection Notes (damage, cleanliness, etc.)

Write something...

Power Supply Condition

- [ ] Nominal
- [ ] Low
- [ ] High
- [ ] Unstable

Warm-up Time (minutes)

Enter a number...

Warm-up Start Time

Initial Readings / Baseline Measurements (before full calibration)

Write something...

Equipment Stability Check - Pass/Fail

- [ ] Pass
- [ ] Fail

Calibration Procedure

Execute the detailed calibration procedure as outlined in the manufacturer's instructions or documented method.

Procedure Step 1: Initial Setting & Zeroing

Write something...

Span Adjustment Value (if applicable)

Enter a number...

Zero Adjustment Value (if applicable)

Enter a number...

Calibration Method Used (e.g., Relative, Absolute)

- [ ] Relative
- [ ] Absolute
- [ ] Other (Specify)

Notes on Procedure Execution (e.g., any deviations from standard)

Write something...

Number of Readings Taken

Enter a number...

Calibration Points Used

- [ ] 0% Span
- [ ] 25% Span
- [ ] 50% Span
- [ ] 75% Span
- [ ] 100% Span
- [ ] Other (Specify)

Attach Calibration Graph (if applicable)

Upload File

Data Acquisition & Recording

Document readings, measurements, and observations systematically during the calibration process.

Measurement 1 Reading

Enter a number...

Measurement 2 Reading

Enter a number...

Measurement 3 Reading

Enter a number...

Ambient Temperature (°C)

Enter a number...

Ambient Humidity (%)

Enter a number...

Date of Measurement

Enter date...

Time of Measurement

Notes/Observations During Measurement

Write something...

Measurement Unit

- [ ] mm
- [ ] cm
- [ ] m
- [ ] inch

Tolerance Evaluation

Compare measured values against specified tolerances and determine if the equipment is within acceptable limits.

Measured Value 1

Enter a number...

Tolerance Upper Limit (Value 1)

Enter a number...

Tolerance Lower Limit (Value 1)

Enter a number...

Result of Value 1 (Within Tolerance?)

- [ ] Yes
- [ ] No
- [ ] Not Applicable

Explanation/Comments (if Value 1 is out of tolerance)

Write something...

Measured Value 2

Enter a number...

Result of Value 2 (Within Tolerance?)

- [ ] Yes
- [ ] No
- [ ] Not Applicable

Explanation/Comments (if Value 2 is out of tolerance)

Write something...

Adjustment & Correction (If Required)

Perform necessary adjustments to bring the equipment back into calibration. Document adjustments made.

Detailed Description of Adjustment(s) Performed

Write something...

Adjustment Value 1 (e.g., Offset)

Enter a number...

Adjustment Value 2 (e.g., Gain)

Enter a number...

Adjustment Method Used (e.g., Software, Manual)

- [ ] Software Adjustment
- [ ] Manual Adjustment
- [ ] Other (Specify)

If 'Other' selected above, please specify the adjustment method.

Write something...

Number of Adjustment Cycles

Enter a number...

Confirmation of Adjustment Stability

- [ ] Stable after 1 cycle
- [ ] Stable after 2 cycles
- [ ] Stable after 3+ cycles
- [ ] Unstable - Further investigation required

Date of Adjustment

Enter date...

Time of Adjustment

Technician Signature (Adjustment Confirmation)

Final Verification

Repeat measurements after adjustments to confirm calibration stability and accuracy.

Span Value (Post-Adjustment)

Enter a number...

Zero Value (Post-Adjustment)

Enter a number...

Linearity Error (Max)

Enter a number...

Repeatability Error (Max)

Enter a number...

Pass/Fail Result

- [ ] Pass
- [ ] Fail

Comments / Observations (If Applicable)

Write something...

Date of Final Verification

Enter date...

Time of Final Verification

Technician Signature

Calibration Certificate & Documentation

Generate a calibration certificate with results, dates, and technician information. Maintain complete records.

Certificate Number

Enter a number...

Calibration Date

Enter date...

Next Calibration Due Date

Enter date...

Equipment Name

Write something...

Equipment Model

Write something...

Equipment Serial Number

Write something...

Calibration Results Summary

Write something...

Calibration Data Files

Upload File

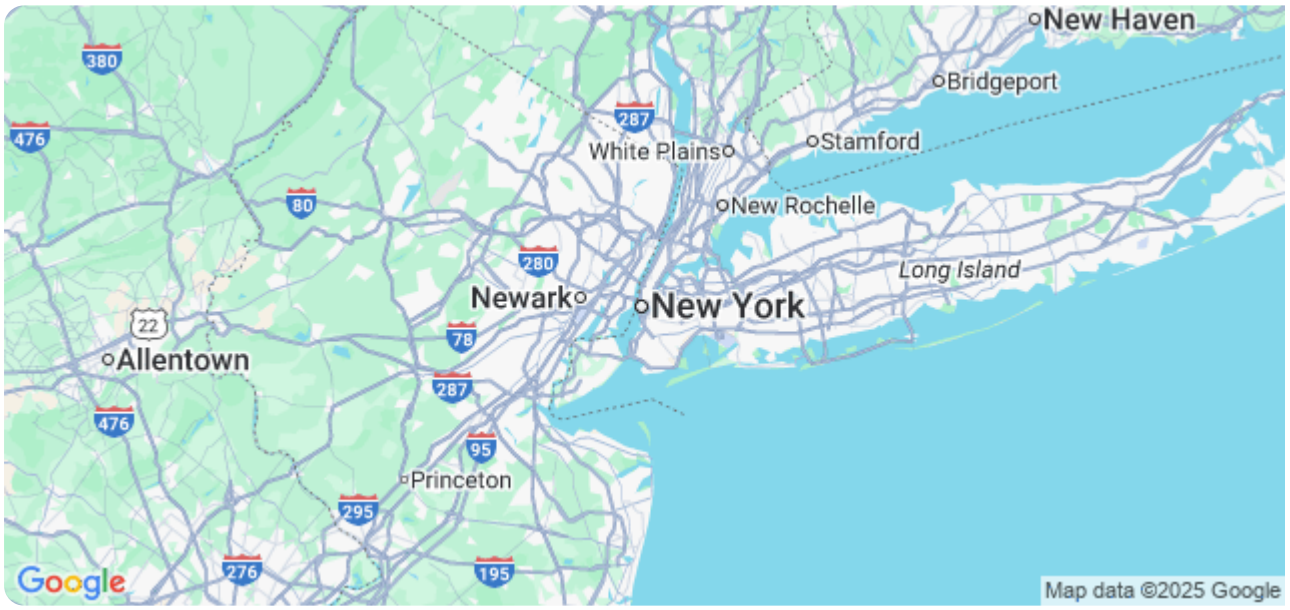
Calibration Technician Signature

Equipment Return & Tagging

Return equipment to its designated location and apply appropriate calibration labels/tags.

Return Location

Set My Current Location



Equipment Tag Number (Pre-Calibration)

Write something...

Equipment Tag Number (Post-Calibration)

Write something...

Return Date

Enter date...

Return Time

Condition Upon Return

- [ ] Clean
- [ ] Slightly Dirty
- [ ] Dirty
- [ ] Damaged

Notes on Return/Condition

Write something...

Technician Signature