



Medical Equipment Calibration Checklist

Equipment Identification & Information

Details for confirming the correct equipment is being calibrated and recording calibration details.

Equipment Name

Manufacturer

Model Number

Serial Number

Asset/Equipment Tag Number

Date of Installation/Commissioning

Enter date...

Equipment Location (Room/Department)

 [Set My Current Location](#)



Equipment Status (Operational, Awaiting Repair, Out of Service)

- ☐ Operational
- ☐ Awaiting Repair
- ☐ Out of Service

Calibration Scope & Standards

Defines what parameters are being calibrated and the standards used for comparison.

Equipment Name/Model

Write something...

Serial Number/Asset Tag

Write something...

Calibration Parameters

- ☐ Accuracy
- ☐ Precision
- ☐ Linearity
- ☐ Resolution
- ☐ Repeatability
- ☐ Sensitivity

Calibration Standard Used

- ☐ NIST traceable
- ☐ ISO 17025 accredited lab
- ☐ Manufacturer's Standard
- ☐ Other (Specify)

Specify Calibration Standard (If 'Other')

Write something...

Acceptance Criteria Tolerance (%)

Enter a number...

Date Standard Valid Until

Upload Calibration Standard Certificate

 Upload File

Pre-Calibration Checks & Assessment

Initial checks of the equipment's condition and functionality before calibration begins.

Date of Pre-Calibration Check

Equipment Name/Model

Equipment Serial Number

Visual Inspection Notes (Damage, Leaks, Wear)

Initial Reading (Parameter 1) - As Found

Enter a number...

Initial Reading (Parameter 1) - Unit

Enter a number...

Equipment Functionality - Pre Calibration

- ☐ Operational
- ☐ Limited Functionality
- ☐ Non-Operational

Any Concerns/Issues Noted Before Calibration

Write something...

Calibration Procedure

Step-by-step process followed during the calibration.

Step 1: Power On and Warm-Up

Write something...

Step 2: Ambient Temperature (°C)

Enter a number...

Step 2: Ambient Humidity (%)

Enter a number...

Step 3: Selected Calibration Mode (e.g., Auto, Manual)

- ☐ Auto
- ☐ Manual
- ☐ Other (Specify)

Step 4: Describe any specific setup required for calibration.

Write something...

Step 12: Input 1 value (Units)

Enter a number...

Step 21: Input 2 value (Units)

Enter a number...

Calibration Results

Detailed records of the measurements taken during the calibration process.

Measured Value 1 (e.g., Temperature)

Enter a number...

Measured Value 2 (e.g., Pressure)

Enter a number...

Measured Value 3 (e.g., Volume)

Enter a number...

Uncertainty of Measurement (Value 1)

Enter a number...

Uncertainty of Measurement (Value 2)

Enter a number...

Uncertainty of Measurement (Value 1)

Enter a number...

Pass/Fail Status

☐ Pass

☐ Fail

☐ Marginal

Notes/Comments on Results

Write something...

Adjustment & Correction

Records of any adjustments made to the equipment to bring it within tolerance.

Detailed Description of Adjustments Made

Write something...

Adjustment Value (e.g., % or units)

Enter a number...

Initial Reading Before Adjustment

Enter a number...

Final Reading After Adjustment

Enter a number...

Adjustment Method Used

- ☐ Software Adjustment
- ☐ Mechanical Adjustment
- ☐ Internal Configuration
- ☐ Other (Specify in LONG_TEXT)

Justification for Adjustment (if applicable)

Write something...

Was Tolerance Achieved?

☐ Yes

☐ No

Reason for Not Achieving Tolerance (if applicable)

Write something...

Signature of Technician Performing Adjustment

Date of Adjustment

Enter date...

Post-Calibration Verification

Verification of calibration accuracy after adjustments are made.

Verification Measurement 1 (Value)

Enter a number...

Verification Measurement 1 (Units)

Enter a number...

Verification Measurement 2 (Value)

Enter a number...

Verification Measurement 2 (Units)

Enter a number...

Verification Result: Within Tolerance?

☐

Yes

☐

No

Notes on Verification (if applicable)

Write something...

Date of Verification


Enter date...

Time of Verification

Documentation & Reporting

Record of certificate and documentation review.

Calibration Certificate (Uploaded)

 Upload File

Review of Certificate: Completeness & Accuracy

Write something...

Certificate Validity?

☐ Valid

☐ Invalid

Notes/Comments on Certificate Review (if applicable)

Write something...

Date of Certificate Review

Enter date...

Reviewer Signature

Calibration Schedule & Follow-up

Planning for next calibration and tracking completion.

Date of Last Calibration

Enter date...

Next Calibration Due Date

Enter date...

Calibration Interval (in months/years)

Enter a number...

Calibration Performed By (Internal/External)

☐ Internal

☐ External

Notes/Comments Regarding Calibration Schedule & Follow-up

Write something...

Calibration Status

☐ Not Started

☐ In Progress

☐ Completed

☐ Overdue

Date Calibration Reminder Sent

Enter date...