



# Pharmaceutical Equipment Calibration Checklist

## Equipment Identification & Information

Verify equipment details, serial numbers, and calibration schedules.

**Equipment Name**

Write something...

**Equipment ID**

Enter a number...

**Serial Number**

Enter a number...

**Date of Last Calibration**

Enter date...

**Next Calibration Due Date**

Enter date...

### Equipment Manufacturer

- ☐ Select Manufacturer
- ☐ Manufacturer A
- ☐ Manufacturer B
- ☐ Other

### Location of Equipment

Write something...

## Calibration Standard Verification

Confirm calibration standards are within tolerance and traceable.

### Standard Serial Number

Enter a number...

### Standard Calibration Expiration Date

Enter date...

### Standard Uncertainty ( $\pm$ )

Enter a number...

### Traceability to National/International Standard

- ☐ Yes
- ☐ No
- ☐ N/A

### Standard Temperature (if applicable)

Enter a number...

### Standard Verification Comments

Write something...

## Pre-Calibration Checks

Perform initial equipment assessments and record readings.

### Ambient Temperature (°C)

Enter a number...

### Equipment Voltage (V)

Enter a number...

### Date of Last Calibration

Enter date...

### Equipment Visual Inspection Notes (e.g., any damage, leaks)

Write something...

### Initial Reading – Point 1

Enter a number...

### Initial Reading – Point 3

Enter a number...

### Equipment Operational Status (Before Calibration)

- ☐ Operational
- ☐ Marginal
- ☐ Non-Operational

## Calibration Procedure Execution

Follow documented calibration procedures meticulously.

### Step 1: Power On & Warm-up

Write something...

### Initial Reading - Parameter 1

Enter a number...

### Initial Reading - Parameter 2

Enter a number...

### Procedure Deviation (if any)

- ☐ No Deviation
- ☐ Minor Deviation - Documented
- ☐ Major Deviation - Requires Investigation

### Description of Deviation (if applicable)

Write something...

### Reading After Adjustment (if applicable)

Enter a number...

### Date of Calibration

Enter date...

### Time of Calibration

## Calibration Data Recording

Accurately record all calibration data and readings.

**Reading 1: Temperature (°C)****Reading 1: Pressure (PSI)****Reading 1: Volume (mL)****Reading 2: Temperature (°C)****Reading 2: Pressure (PSI)****Reading 2: Volume (mL)****Date of Reading**

**Time of Reading**

## Tolerance Evaluation

Evaluate recorded data against established tolerance limits.

**Measured Value 1**

Enter a number...

**Tolerance Upper Limit**

Enter a number...

**Tolerance Lower Limit**

Enter a number...

**Within Tolerance?**

☐ Yes

☐ No

☐ N/A

**Deviation Explanation (if applicable)**

Write something...

**Evaluator Signature**

## Adjustment & Repair (if needed)

Document any adjustments made and repairs performed.

**Description of Adjustment/Repair Performed**

Write something...

**Adjustment Value (if applicable)**

Enter a number...

**Time Spent on Adjustment/Repair (hours)**

Enter a number...

**Reason for Adjustment/Repair**

- ☐ Wear and Tear
- ☐ Misalignment
- ☐ Component Failure
- ☐ Environmental Factors
- ☐ Other (Specify)



### Other (If 'Other' selected in Reason)

Write something...

### Supporting Documentation (e.g., Repair Log, Photos)

 Upload File

### Signature of Person Performing Adjustment/Repair

## Post-Calibration Verification

Confirm equipment meets performance specifications after calibration.

### Measured Value 1 (Post-Calibration)

Enter a number...

### Measured Value 2 (Post-Calibration)

Enter a number...

### Measured Value 3 (Post-Calibration)

Enter a number...

### Performance within Specifications?

☐ Yes

☐ No

### Observations/Comments (if applicable)

Write something...

### Date of Verification

Enter date...

### Time of Verification

### Verifier Signature

## Calibration Labeling & Documentation

Apply calibration labels and update calibration records.

### Calibration Completion Date

Enter date...

### Calibration Start Time

### Next Calibration Due (Months)

Enter a number...

### Calibration Status

- ☐ Pass
- ☐ Fail
- ☐ In Progress

### Calibration Comments (if applicable)

Write something...

### Calibrator Signature

### Supporting Calibration Certificates (if applicable)

 Upload File

## Review & Approval

Final review and approval of calibration results by qualified personnel.

### Review Completion Date

Enter date...

### Review Outcome

- ☐ Acceptable
- ☐ Requires Action
- ☐ Rejected

### Reviewer Comments (if applicable)

Write something...

### Reviewer Signature

### Next Steps

- ☐ Complete
- ☐ Further Investigation Needed
- ☐ Re-Calibration Required