CALIBRATION INTERVAL DETERMINATION PROCEDURE

ISO 17025:2017

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Date:			
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This document is controlled under the laboratory's quality management system; any modifications or revisions shall be made only with the approval of the Quality Assurance Manager.

Revision details	Issue Date:	Revision Number
Calibration Interval Determination Procedure	27/05/2025	00

1. Purpose

To define the method for determining and reviewing calibration intervals of measuring and test equipment used in wire and cable testing, ensuring traceability, reliability, and validity of test results in compliance with ISO/IEC 17025:2017.

2. Scope

This procedure applies to all critical and supportive measurement instruments and equipment used for testing physical, mechanical, and electrical properties of wire and cable in the laboratory.

3. References

- ISO/IEC 17025:2017 — General requirements for the competence of testing and calibration laboratories
- ILAC-G24:2017 / OIML D10 — Guidelines for the determination of calibration intervals
- Manufacturer’s equipment manuals and datasheets

4. Responsibilities

- **Laboratory Manager**: Ensures overall compliance, reviews intervals based on performance.
- **Technical Manager**: Evaluates data, assigns calibration intervals, and manages corrective actions.
- **Quality Manager**: Maintains records and audits implementation.
- **Lab Personnel**: Report any equipment malfunction, drift, or deviation observed.

5. Definitions

- **Calibration Interval**: The period between successive calibrations of equipment.
- **Drift**: The change in measurement results over time under stable conditions.

- **Critical Equipment**: Equipment directly affecting test results or compliance.

6. Procedure

6.1 Identification of Equipment

All measurement and test equipment used for:

- Conductor resistance measurement
- Insulation resistance testing
- High-voltage withstand testing
- Tensile strength and elongation testing
- Dimensional measurements (micrometers, calipers)

shall be listed and identified with:

- Unique code
- Make/model
- Serial number

8. Attached Documents

- Calibration Equipment List (LAB-F-CI-01)