

Finiks Engineering Company		QSP/05/00
DOC.: FM/QSP	Procedure for Site Calibration	Date : 14/11/2018

Objectives: To define methodology of operations to be followed when, calibration work is undertaken at customer's premises.

Scope: All the calibrations performed for clients at location other than permanent laboratory.

Reference Document: NABL 130 & NABL 122

Responsibility: Technical Manager

Procedure: The Laboratory has prepared checklist for ensuring the requirements defined as above. Observed data for parameters is recorded in data sheet **FM/26/00**.

When a need of site calibration is forwarded by the customer, the T. M. & Q. M. jointly decides the technical requirements as per check list at customer's premises. The calibration request/needs are documented in **FM/29/00**.

The T. M. visits the customer premises and agree / disagree, the location offered by the client. He compares the offered site with requirements and discusses the requirements with the client.

After the client provides acceptable site & other needs for carrying out the job satisfactorily such as temporary storage for instruments; equipment; document & record, T. M. records agreed final requirements of site.

The laboratory has authorized it's inspector & T. M. for carrying out its site calibration. The inspector carrying out calibration initially verifies that the above requirements of the sites are fulfilled. He records at site, the status of parameters as per Check list in format no **FM/29/00**

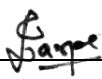

The inspector studies the calibration to be performed at site, the relevant calibration procedure & decides the equipment needed. He checks, verifies & records the operating condition of the equipment before taking them to site in Data Sheet **FM/29/00**

He ensures that the equipments are carried to the sites in appropriate packaging to prevent any damage during the transit. On reaching the site he verifies the condition of equipment. If their condition is satisfactorily then he proceeds with calibration work & record all the results on a data sheet **FM/23/00**

Data sheet clearly indicates name of the site, location and relevant information

After completion of the work he returns to permanent laboratory along with the equipment that he had carried. On reaching the permanent lab, he once again verifies the condition of the equipment & record it in format **FM/26/00** & shift to its permanent location.

The inspector reports his observations to T.M. & based on the discussion regarding the observations made a Calibration Certificate is prepared & issued it to client.

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FM/19/00

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Check list for Defining requirements at site – Requirement of environment & Technical Conditions for Site Calibration is defined as Follows

A] Electrotechnical

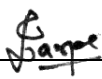

S.I.	Parameter	Limits for Control
1	Temperature at Site	28° ± 10°c
2.	Humidity	45% - 75%
3	Neutral to Earth voltage	Less Than 5 Volt & Less than 1 Volt for H V Testing
4	Earth Resistance	Less Than 1 Ohm For HV Testing
4	Power Supply	230 Volt ± 5V
5	Illumination	250-500 Lux
6	Noise Level	Less than 60 db
7	Cleanliness	Sufficiently Clean Area

B] Mechanical

S.I.	Parameter	Limits for Control	Method of measurement
1	Temperature at Site	23° + 10°c & 20°C ± 2°C for Digital Height Gauge & Metroscope	Dry & wet Bulb Thermometer
2.	Humidity	50% ± 10%	Dry & wet Bulb Thermometer
3	Illumination	250-500 Lux	Visual
4	Cleanliness	Area should be clean	Visual

C] Thermal

S.I.	Parameter	Limits for Control	Method of Measurement
1	Temperature at Site	28° ± 10°c	Dry & wet Bulb Thermometer
2.	Humidity	45% - 75%	Dry & wet Bulb Thermometer
3	Neutral to Earth voltage	Less Than 5 Volt &	MultiMeter
4	Power Supply	230 +/- 5 Volt	MultiMeter
5	Illumination	250-500 Lux	Visual

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