



Procedures and Guidelines

DIRECTIVE NO. 540-PG-8730.1.1 Rev A
EFFECTIVE DATE: 02/22/2000
EXPIRATION DATE: 02/22/2005

APPROVED BY Signature: original signed by
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TITLE: RECERT Manager

Responsible Office: 540/RECERT

Title: Calibration and Control of Recertification Program Inspection, Measuring, and Test Equipment

1. PURPOSE

This Procedure provides process controls for the calibration and control of Inspection, Measuring, and Test Equipment (IMTE) used by the Code 540/Recertification Program (RECERT).

2. SCOPE

This Procedure applies to all IMTE used by Code 540/RECERT for certification and recertification of ground-based pressure vessels and pressurized systems and lifting devices and equipment at Greenbelt, MD and at the Wallops Flight Facility, VA.

3. DEFINITIONS

Definitions contained in GPG 8730.1 are applicable to this Procedure.

4. RECORDS, REPORTS AND FORMS

The following records shall be maintained by the RECERT Manager in the RECERT Master Files for the durations shown in accordance with GPG 1440.7.

- 4.1 IMTE Calibration Records (Duration: Two Calibration Cycles)
- 4.2 IMTE Repair Records (Duration: Life of Equipment)

5. REFERENCES

- 5.1 GPG 1440.7, "Control of Quality Records"
- 5.2 GPG 5340.2, "Control of Nonconforming Product"
- 5.3 GPG 8730.1, "Calibration and Metrology"

6. IMPLEMENTATION

The RECERT Manager shall ensure that the following are developed/established:

- 6.1 Calibration procedures for each type of IMTE calibrated by the RECERT Cal Lab describing the process, including accuracy levels and intervals.

6.2 Requirements for procuring calibration services from outside sources. The sources may be Outside Cal Labs or original equipment manufacturers (OEM's). Purchase Requests (PR's) shall include the following:

6.2.1 The requirement to use calibration master standards traceable to the United States National Institute of Standards and Technology (NIST) or other nationally recognized standards.

6.2.2 The serial number or other positive means of identification of the item to be calibrated.

6.2.3 Accuracy level or other acceptance criteria.

6.2.4 Records to be provided, including a requirement to report out-of-tolerance conditions.

6.3 Requirements for labeling RECERT IMTE as to its calibration status. Required labels shall be directly applied to the IMTE. Where this is not feasible, tags containing the required calibration status information shall be affixed to the IMTE. When there is insufficient room to apply a label or tag, the label or tag shall be applied to the IMTE container.

6.4 Investigation of the cause of IMTE found to be out of calibration. The documented investigation will become part of the calibration and maintenance history of the IMTE.

6.5 Assessment of the validity of work done with IMTE subsequently found to be out of calibration or tolerance. An NCR will be prepared in accordance with GPG 5340.2 documenting the analysis of the impact of the Out-of-Calibration or Out-of-Tolerance condition on all tests and inspections performed using the IMTE in question since the last acceptable calibration.

CHANGE HISTORY LOG

| Revision | Effective Date | Description of Changes |
|-----------------|-----------------------|--|
| Baseline | 05/05/1999 | Initial Release |
| A | 02/22/2000 | - Deleted requirements for maintenance of a master RECERT IMTE list. (4.1) (6.6) - Deleted maintenance of IMTE list as part of RECERT CM schedule providing quarterly recall. (6.7) |
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