

Calibration Record

The result of a single calibration event, and what it means for product already released

Asset ID	_____	Description	_____	Serial number	_____
Calibration date	_____	Performed by	_____	Certificate number	_____
Standard used	_____	Standard cert / due	_____	Next due	_____

As-Found / As-Left Readings

Point checked	Nominal	Tolerance	As found	In tol.	As left	Notes

Result: () In tolerance — no adjustment () Adjusted, now in tolerance () Out of tolerance () Removed from service

If Found Out of Tolerance

What product was measured with this equipment since the last successful calibration? Jobs, lots and quantities affected:

Impact assessment and disposition — is any released product suspect, and what was done?

NCR raised?	_____	NCR number	_____	Customer notified?	_____	Date	_____
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Calibrated by	_____	Date	_____	Reviewed by	_____	Date	_____
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The as-found reading is the whole point. If a gauge is adjusted before anyone records where it was, you have destroyed the only evidence that would tell you whether product measured with it was good. Record as-found first, every time.

Out of tolerance means the question gets asked. Every part accepted on that gauge since the last good calibration is potentially suspect. That is uncomfortable, and it is exactly why the requirement exists — the assessment has to happen and be recorded, even when the answer is that the error was too small to matter.

Traceability runs upward. Your gauge is calibrated against a standard, which is itself calibrated against a better one, back to a national standard. If any link in that chain is out of date, the chain is broken.