

HEXATECH SOLUTIONS SDN. BHD.	ENGINEERING SERVICES	Issue No.: 1	Document Effective Date: 01 Jun 2023	Page 1 of 4
	Control Of Inspection, Measuring & Testing Equipment Procedure	Revision No.: 1		Document Ref: ENG-PRO-03

Purpose:	To establish, document and maintain the calibration system used by the Company such that the inspection, measuring and testing tools and equipment used which will directly affect service quality are regularly calibrated or verified to achieve the required accuracy.
Scope:	This procedure shall cover the identification, calibration, and verification and maintaining record for inspection, measuring and testing equipment.
ISO Reference:	MS ISO 9001:2015 Clause No. 7.1.5

Step	Activity	Responsibility	Reference
1	<p><u>Responsibilities</u></p> <p>(1) Design Engineer (DE) is responsible to qualify the specification and model of all inspection, measuring and testing equipment to be used by the Company.</p> <p>(2) Project Engineer (PENG) is responsible to register and maintain record of all inspection, measuring and testing equipment that are used to gauge the quality assurance requirement of the product.</p> <p>(3) Any in-house calibration and verification carried out shall be under the supervision of PENG.</p> <p>(4) Purchasing Executive (PURE) is responsible to arrange any inspection, measuring and testing equipment that are due for calibration to an outsourced calibration service provider or authorized calibrator as per requisitioned by PENG.</p>	<p>DE</p> <p>PENG</p> <p>PENG</p> <p>PURE</p>	
2	<p><u>Approval of Inspection, Measuring & Testing Equipment For Use</u></p> <p>Design Engineer (DE) will review and determine the appropriate inspection, measuring and testing equipment for Company use. The specifications, model, brand, etc. shall be chosen to meet testing and commissioning purposes. DE will inform Project Engineer (PENG) of the selected equipment for its maintenance and calibration requirements.</p>	DE / PENG	

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Step	Activity	Responsibility	Reference
3	<p><u>Handling of Inspection, Measuring & Testing Equipment</u></p> <p>Project Engineer (PENG) shall record all tools and equipment which is used as inspection, measuring and testing equipment in the M&E engineering and implementation process in the Master Inspection, Measuring & Testing Equipment List. This list is to be updated regularly as and when such tools and equipment are being replaced or added. These tools and equipment are assigned to each user in Engineering, Project and Maintenance Department and shall be accounted for on a yearly basis, i.e. PENG will conduct yearly inventory check on such tools and equipment.</p> <p>PENG shall also list out all inspection, measuring and testing equipment which requires calibration in the Master Equipment Calibration Tracking Schedule. PENG is to keep all original copies of the Calibration Certificates and to track its expiry. PENG is to requisition to Purchasing Executive (PURE) for arrangement to send the inspection, measuring and testing equipment which required to be re-calibrated to any outsourced calibration service provider or authorized calibrator before the expiry of its calibration date.</p> <p>PENG is to comply with the calibration accuracy standards for electrical testing equipment as defined in the Calibration Measurement Accuracy Standards For Testers Table.</p> <p>PENG is to ensure that the inspection, measuring and testing equipment are to be used by a user who is a competent or authorized personnel to conduct the necessary inspection and testing.</p>	<p>PENG</p> <p>PENG / PURE</p> <p>PENG</p> <p>PENG</p>	<p>Master Inspection, Measuring & Testing Equipment List,</p> <p>Master Equipment Calibration Tracking Schedule</p> <p>Calibration Measurement Accuracy Standards For Testers Table</p>

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Step	Activity	Responsibility	Reference
4	<p><u>New Purchase of Inspection, Measuring & Testing Equipment</u></p> <p>Whenever there is a new purchase of inspection, measuring and testing equipment, PENG will update the Master Inspection, Measuring & Testing Equipment List and at the same time, determine whether such equipment requires calibration.</p> <p>If calibration is required, PENG will record such new equipment into the Master Equipment Calibration Tracking Schedule and arrange with PURE to send the said equipment for re-calibration.</p> <p>All newly purchased inspection, measuring and testing equipment shall have a calibration report from the supplier/manufacturer to ensure its capability of accuracy and precision. PENG is to ensure that only those calibrated new equipment are to be released for usage.</p>	<p>PENG</p> <p>PENG / PURE</p> <p>PENG</p>	<p>Master Inspection, Measuring & Testing Equipment List, Master Equipment Calibration Tracking Schedule</p>
5	<p><u>Recall For Calibration</u></p> <p>PENG shall recall the inspection, measuring and testing equipment from the user for calibration before the expiry of calibration date. The user is to ensure that when a particular inspection, measuring and testing equipment is out for calibration, spare calibrated equipment is available for use when required.</p>	PENG	
6	<p><u>External Calibration</u></p> <p>The external calibration of any inspection, measuring and testing equipment shall be done by an qualified outsourced calibration service provider or authorized calibrator as and when need arises, i.e. before the expiry of its calibration date. If there is in-house calibration capability, PENG is to ensure that the inspection, measuring and testing equipment to be used as the master equipment is properly calibrated.</p> <p>The calibration of master equipment must be a certified inspection, measuring and testing equipment having a known valid relationship to internationally or nationally recognized standard. The master equipment shall be kept in non-humid environment and properly safeguarded to avoid deterioration.</p>	PENG	

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Step	Activity	Responsibility	Reference
7	<p><u>In-House Calibration</u></p> <p>(1) For each specified piece of inspection, measuring and testing equipment which requires calibration, applicable calibration standards shall be used in consultation with the calibrator.</p> <p>(2) The calibration shall be done in the calibration room where the environment is being controlled.</p> <p>(3) When equipment is found to be out of the tolerance, i.e. the calibration is rejected; the equipment shall be repaired or replaced.</p> <p>(4) When equipment is within the tolerance, it is then recorded in the respective equipment calibration record and returned to the user.</p>	PENG	
8	<p><u>Out-Of-Calibration</u></p> <p>If any inspection, measuring and testing equipment are found to be out-of-calibration which can no longer be re-calibrated, PENG shall ensure such equipment are properly disposed and to obtain its replacement.</p>	PENG	

End