

# Rose Electronics Distributing Co., Inc.

## Quality Manual

MAN-07-6

PRODUCT REALIZATION			
Section 7.6	Section Rev.: 0001	Rev. Date: 08/01/02	Section Page 1
<b>Measuring and Monitoring Equipment</b>			

### *GENERAL POLICY*

Appropriate measuring and monitoring instruments are maintained and selected to ensure that measurement capability is consistent with the measurement requirements. Equipment used for assuring product conformity is calibrated using calibration standards traceable to the national standard. Calibration status of measuring equipment is identified with calibration stickers. Measuring equipment is properly maintained and its placement and use are controlled.

### **PROCEDURAL POLICIES**

#### **1. Controlled and uncontrolled equipment**

1.1 The scope of the calibration control system extends to the measuring and test equipment, comparative reference hardware (such as gauges and templates), and test software used for:

- Setup and monitoring of production processes;
- Monitoring of environmental conditions;
- Verification of product conformity; and
- Operations where defined accuracy of a measurement is required to assure product conformity.

1.2 Equipment used for other purposes may be exempted from calibration. Such equipment is labeled with stickers warning that it is not calibrated. Uncontrolled measuring equipment is prohibited in QC inspection areas.

#### **2. Measurement identification and selection of equipment**

2.1 Identification of measurements to be made and the tolerance of the measured characteristics are documented in control plans and/or in product drawings and specifications.

2.2 Gauges, instruments, and other measuring and monitoring equipment are selected on the basis of their capability to provide the necessary accuracy of the measurement. Quality Assurance is responsible for selecting appropriate measuring and monitoring equipment.

Approved by & date:	Effective Date: January 1, 2003
Originated by: Sally Chun	This Revision Date: August 1, 2002

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## Measuring and Monitoring Equipment

- 3. Equipment calibration and maintenance**
- 3.1 Quality Assurance is responsible for monitoring equipment. All active equipment is inventoried in the QIS database, indicating equipment calibration status and location.
- 3.2 Measuring equipment is calibrated using an outside FULL SERVICE metrology lab for calibration and maintenance.
- 3.3 Calibration stickers are attached to test equipment that have been calibrated to signify date calibrated and next calibration due date. Calibration is recorded in ROSE QIS database.
- 3.4 Procedure MOP-76-01, Measuring and Monitoring Equipment regulate calibration-related activities.

### ASSOCIATED DOCUMENTS

- Operational Procedure MOP-76-01: Measuring and Monitoring Equipment