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1 Purpose

The purpose of this procedure is to provide an overview of the creation, routing, and use of Calibration Plans.

2 Scope

The scope of this procedure encompasses Calibration Plans for use in the Eden Prairie plant and routed through the Calibration Lab work centers. The expectation is to extend to other work centers as the process is proven.

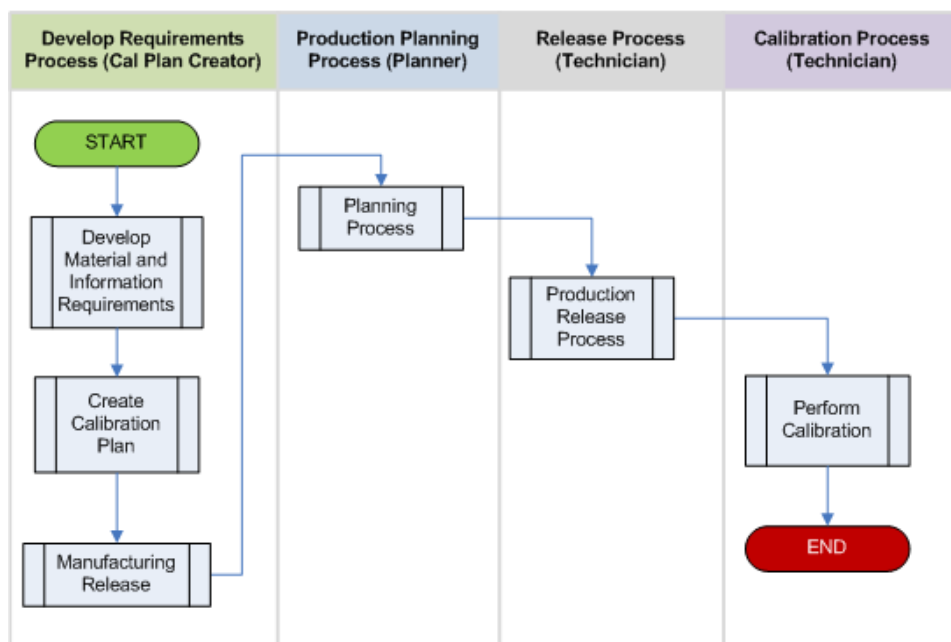
3 Definitions and Acronyms


3.1 Cal Plan A.K.A. Calibration Plan. A set of information describing the required hardware and the required operating parameters of a transducer channel. This is specific to a system channel and the result enables control & feedback of the test system within defined specifications.

3.2 POND Project ON Demand

4 Graphic

Calibration Plans Process Flow – 2013-10-10



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5 Responsibilities

- 5.1 **Cal Plan Creator** – Documents the specific calibration requirements using the approved forms, templates, & tools. Uses controlled master sources of information to populate the calibration plan. Creator Posts the completed Cal Plan to POND. May initiate the manufacturing release per the [Manufacturing Release Procedure](#).
- 5.2 **Production Planner** – Processes the manufacturing release per standard planning procedures. Creates a planned order for the calibration and converts to a production order for the work center.
- 5.3 **Technician** – Initiates release of the production order. The technician will record nonconformities when process requirements are not met. Production Order is released only when the required material, resources and calibration plan information is available. Technician retrieves calibration plan from POND.
- 5.4 **Process Owner** – Reviews process metrics monthly to ensure calibration plans are complete and accurate throughout the calibration plan process. Initiates quarterly process review meeting with key stakeholders to assure process is being carried out and that improvement opportunities are acted on. Communicate and represent team to upper management.
- 5.5 **Review Team**
Provides input as to the process performance and takes action for process improvement. Team makes recommendations through the process owner.

6 Procedure


6.0 **Overview**

Cal plans are required for any transducer in need of calibration. It is critical that Cal Plans are available at the manufacturing release, ensuring that the required calibration information and customer requirements have been defined. As a quality record, the calibration plan shall be stored and easily retrievable within POND.

6.1 **Cal Plan Creator**

Follow [Create Calibration Plan](#)

6.2 **Production Planner**

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Follow [Production Planning](#)

6.3 Technician

Follow [Release Process Flow](#)

6.4 Process Owner

Follow [Process Owner](#)

6.5 Review Team

Follow Review Team

7 Process Metrics


7.1 % Production Calibration orders arriving without a complete cal plan

8 Quality Records

Required Record	Record Owner
Calibration Plan	Calibration Plan Creator

9 Form(s)

	Title
	Single Channel Calibration Plan Form
	329 Calibration Plan Form

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REVISION HISTORY			
Rev	Description of Change	Author	Effective Date
A	Created New Level II Calibration Plan Process Procedure	Steve Jordheim, Dave Kreitlow, Matt Sauer	12-17-09
B	Updated Hyperlinks	Dave Kreitlow	10/20/10
C	Updated to reflect change from ATB to Manufacturing Release process	Matt Sauer	6/19/12
D	Updated to remove step 5.2 requiring ERC Check	Matt Sauer	9-Oct-13
E	Updated Hyperlinks, removed reference to metric of ATB's missing Cal Plans	Matt Sauer	17-Oct-13

APPROVAL OF CURRENT REVISION		
Required	Signature	Date
Matt Sauer	<i>Matthew A Sauer</i>	17-Oct-13
Dave Kreitlow	<i>Dave Kreitlow</i>	17-Oct-13

REFERENCE DOCUMENTS	
Document Number	Document Title
n/a	