**ISO 17025 Reference Equipment Handling**

## PURPOSE AND SCOPE

## When, for whatever reason, equipment goes outside the direct control of the ISO 17025 calibration laboratory, the laboratory shall ensure that the functions and calibration status of the equipment are checked before leaving and shown to be satisfactory upon return of the equipment to service.

## 2.0 AFFECTED DEPARTMENTS

Engineering

Logistics

Manufacturing

Quality

## 3.0 REFERENCE DOCUMENTS

ISO/IEC 17025:2017 Section 6

D0002.0023-1 – Master Log for ISO 17025 Equipment – reference points

D0002-0023-2 – ISO 17025 Reference Equipment Log

## 4.0 RESPONSIBILITIES & AUTHORITY

The Production Manager is in charge of maintaining and administrating the log book (D0002.0023-2) for all equipment that is removed from or is being returned to the laboratory area. Logistics has the responsibility to use this log book for all equipment that goes outside the control of the laboratory due to outside certifications and calibrations. The Metrology Engineer has the responsibility of maintaining the Master Log for reference points (D0002.0023-1).

## 5.0 DEFINITIONS

Laboratory: The portion of the organization that calibrates and/or tests products as per ISO 17025 calibration lab standards.

Metrology: The science of measurements.

## 6.0 SAFETY PRECAUTIONS

Follow all generally practiced guidelines when handling equipment as stated in owner’s manuals.

## 7.0 EQUIPMENT & MATERIALS

## 8.0 INSTRUCTION

All test equipment and reference standards that are used as part of the ISO 17025 laboratory areas may not be removed from nor returned to the laboratory area without recording the action in the ISO 17025 Reference Equipment Log (D0002.0023-2) controlled by the Production Manager. Reference points must be recorded upon checking out and returning this equipment or standard by the individual removing or returning the equipment or standard. These reference points are defined in the Master Log (D0002.0023-1) found with the reference log.

## 9.0 DISTRIBUTION

* Engineering
* Production
* Repair and Calibration
* Quality Assurance

## RECORDS

Log records shall be maintain for a minimum of three years.

## 11.0 REVISIONS

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| --- | --- | --- | --- | --- |
| **DCO #** | **REV** | **DATE** | **INITIAL** | **CHANGES** |
| 1498C | A | 5-15-2014 | DSM | Initial Release |
| 1502 | B | 6-19-2014 | DAR | Correct reference to Reference Equipment Log |
| 1872 | C | 1-30-2019 | DPW | Changed reference to ISO 17025:2017 |