

Calibration and Verification Record

A measurement-equipment record linking instrument identity, calibration certificates, check results, acceptance decisions and out-of-tolerance follow-up.

1. Record details and scope

Project

Filled in from the project in SiteSurvey.

Site or premises address

Client or organisation

Record date *

Person completing the record *

This records calibration evidence and internal verification. It does not generate traceability, calculate measurement uncertainty or confer UKAS accreditation.

UKAS assesses calibration laboratories for competence within their accredited scope. Check the relevant scope and issued certificate. An internal record linking results is not itself an accredited calibration certificate.

2. Instrument and method

Instrument ID, model and serial number *

Scan the instrument label

Scanned in the SiteSurvey app. On paper, write the numbers: serial number, model number, asset number.

Measurement range and intended use *

Calibration or verification method reference *

Provider and relevant accreditation scope reference

3. Evidence and results

Issued certificate, date and revision *

Reference standard and traceability record

Environmental conditions and method limitations

Measurement point (copy this block for each one)

Measurement point and parameter *

Actual result and unit *

Acceptance criterion and source *

Instrument and calibration reference

Comparison * (choose one)

☐ Within criterion ☐ Outside criterion ☐ Unable to assess

Exception and response * (if applicable)

Reported uncertainty and certificate reference

4. Disposition

Instrument disposition * (choose one)

☐ Accepted for stated use ☐ Restricted use ☐ Quarantined

Out-of-tolerance impact, affected prior measurements and action * (if applicable)

Acceptance basis and decision rule *

Identify how the acceptance decision accounts for the specified requirement and measurement uncertainty. Record the agreed rule rather than assuming one.

Next review or calibration due date

Status label and responsible owner

5. Actions and review

Are further actions required? * (choose one)

☐ Yes ☐ No

Further action (copy this block for each one; if applicable)

Action and evidence reference *

Person responsible *

Target date

Action status * (choose one)

☐ Open ☐ In progress ☐ Completed

Completion evidence * (if applicable)

Outstanding limitations and information to pass on

Record status * (choose one)

☐ Ready for review ☐ Further work needed ☐ Work or use stopped

Reviewed by

Review date

Author signature *

Signing records the information entered. It does not itself certify legal compliance, remove a limitation or authorise unsafe work.