
Control of Monitoring & Measuring Equipment

1.0 Purpose

This procedure describes the control, calibration and up-keeping of the equipment used for inspection and measurement of site works.

2.0 Introduction

2.1 All measuring equipment used by quality related personnel during site inspection shall be duly calibrated to ensure that the accuracy in the measurements within the acceptance criteria.

2.2 The **Quality Manager (QM)**, **Administrative Support Manager (ASM)** and **Plant & Logistic Manager (PLM)** shall be responsible for implementing this procedure in Head Office and Warehouse.

3.0 Process Input Requirement

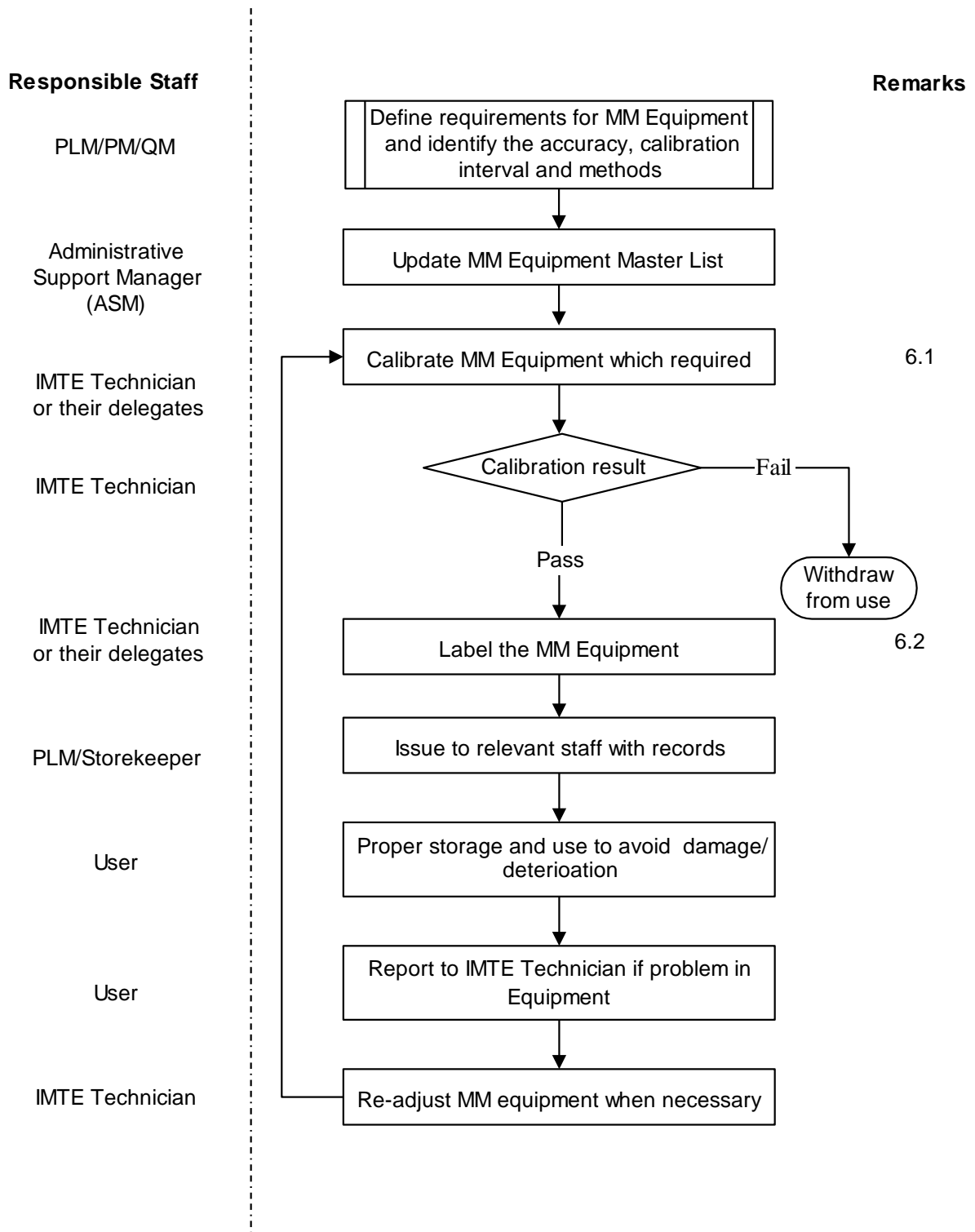
3.1 The accuracy of Monitoring & Measurement (MM) equipment shall be defined in accordance with the product, client and company requirement.

4.0 Relevant Documents

CP001 Internal Calibration Procedure

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5.0 Procedure (Flowchart)



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6.0 Remarks

- 6.1 Internal calibration shall be carried out in accordance with relevant Work Instruction for Calibration of Measuring Equipment. Normally Calibration of IMT Equipment used by our company will not be affected by environment such as temperature, but anyway the staff carrying out internal calibration should pay attention in it. The details shall be addressed in Internal Calibration Procedures (Document No. CP001).
- 6.2 Each piece of equipment shall have a status indicator indicating the scheduled date for the next comparison/calibration check.
- 6.3 If MM equipment is provided by subcontractor under the contract, the responsible staff shall ensure the equipment under valid calibration during verification.
- 6.4 Upon the calibration of point load tester, vane head, hand vane, Goodman jack, pressuremeter and water pressure gauge, **PLM** is responsible to check the certificate and advise the **Quantity Surveying Technician (QST)** for the appropriate correction factor (if any). **PLM** will initial each of the calibration certificate to indicate compliance.

7.0 Record

Record	Form No.	Responsible Staff	Minimum Retention Period	Filing Index
Internal Equipment Calibration Record	CP001/F1-F10	QM/PLM/ ASM	At least 1 year after the equipment expired	By Date
Calibration Certificates	--			
MM Equipment Master List	--			