

Calibration Purchase Order Requirements

Please review all the purchase order requirements completely prior to starting work.

If you are unable to meet all the purchase order requirements please contact Harry Sheffer at hsheffer@admetal.com.

Purchase order amendments will be made ONLY with a new or amended purchase order or written e-mail or FAXed communication with the originator of the purchase order.

Right of access by A & D Metal, Inc., their customer and regulatory authorities to the applicable areas of your facility, involved in this order and to all applicable records.

The following are required, at a minimum, of the commercial calibrations laboratory:

- Laboratory accreditation shall be to ANSI/ISO/IEC 17025, “General Requirements for the Competence of Testing and Calibration Laboratories”.
- The accrediting body shall be a member of the National Voluntary Laboratory Accreditation Program (NVLAP) or the American Association for Laboratory Accreditation (A2LA) i.e., a U.S. signatory to the International Laboratory Accreditation Corporation (ILAC) Mutual Recognition Agreement.
- The scope of the accreditation covers the contracted services.
- The calibration supplier shall be a domestic calibration service supplier.
- Purchase documents require reporting as-found calibration data when calibrated items are found to be out-of-tolerance.
- Purchase documents require identification of the laboratory equipment / standards used.
- Purchase documents impose other technical and administrative requirements to satisfy A & D Metal, Inc. Quality Program and technical requirements.

Purchase Order Requirements, at a minimum, will be required of the contracted calibrations laboratory:

- Calibration vendor shall be A2LA or NVLAP accredited.
- A calibration certificate shall be supplied for each item being calibrated.
- The calibration certificate will contain as a minimum:

- The commercial laboratory name.
 - A certificate number and the accrediting body's logo.
 - Item name and unique identification of the item being calibrated.
 - Date of calibration and due date for next calibration.
 - As-found calibration data when calibrated items are found to be out-of-tolerance.
 - Identification of test equipment and / or standards used for calibration.
 - Result of calibration.
 - Calibration procedure and revision used.
 - Identification of any measurement limitations.
 - Identification of person performing the calibration.
 - Identification of environmental conditions.
- Each item of monitoring and measuring equipment shall have a label identifying the item, calibration date, calibration due date and contracted laboratory name.