



SYSTEM PROCEDURE

Control of Monitoring and Measuring Devices

REVISION: 06

PROCEDURE NO.: 17

DATE EFFECTIVE: 06/14/21

1. PURPOSE

1.1 This procedure establishes Tempco Electric Heater Corporation system of identifying, controlling, calibrating, and maintaining all monitoring and measuring devices utilized in the verification of product conformance to its determined requirements.

2. SCOPE

2.1 This procedure applies to all measuring devices used by the Quality Department and Production in the verification of product to determine conformance to specified requirements or any other work directly affecting product quality.

3. PROCEDURAL REQUIREMENTS and RESPONSIBILITIES

3.1 The Quality Assurance Manager and Controls Department Manager/Technician are responsible for complying with and ensuring compliance to this procedure.

3.2 The various personnel that utilize measuring devices to verify product conformance are responsible for complying with and ensuring compliance to this procedure.

3.3 Identification

3.3.1 All measuring devices utilized per the scope of this system procedure shall be identified with a unique number.

3.3.2 A Monitoring and Measuring Device Record is maintained for each piece of measuring equipment and measuring standard. The record shall be filled out as follows;

3.3.2.1 Description of equipment.

3.3.2.2 Number/ serial number of equipment.

3.3.2.3 Calibration interval.

3.3.2.4 Location of equipment.

3.3.2.5 Date of calibration.

3.3.2.6 Due date of next calibration.

3.3.2.7 Device used in calibration traceable to N.I.S.T.

3.3.2.8 List any adjustments noting the actual amount of adjustment. Notify the Quality Assurance Manager if a significant out of tolerance exists.

3.3.3 The calibration status of all devices/equipment will be identified with calibration stickers that shows the last date calibrated, calibrated by and the next due date for calibration. The calibration list will be located in Tempco PC.

3.4 Scheduling Calibrations

3.4.1 The Quality Assurance Manager shall be responsible for establishing the calibration intervals and coordinating the calibration activities for all measuring devices. Calibration intervals shall be based on industry standards, the manufacturer's recommendation, and equipment usage.

3.5 Handling, Maintenance and Storage



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- 3.5.1 All monitoring and measuring devices shall be stored and preserved in such a fashion as to preserve the calibration status and prevent damage while not in use.
- 3.5.2 The Quality Assurance Manager shall make sure the monitoring and measuring devices are handled, stored, and transported to/from the calibration service provider in such a way as to prevent damage and changes to the calibration status.
- 3.5.3 Monitoring and measuring devices shall be handled carefully to prevent damage and to ensure its fitness for use.
- 3.5.4 If the equipment is dropped and suspect of being out of calibration, their Supervisor and/or Quality Assurance Manager shall be notified.
- 3.5.5 All personnel who use such equipment shall check the calibration status of the device/equipment prior to use. If the current date is past the due date recorded on the sticker, the employee shall notify their Supervisor and/or Quality Assurance Manager and find a device in calibration to use.

3.6 Safeguarding Devices

- 3.6.1 The Quality Assurance Manager takes the following precautionary measures to safeguard monitoring and measuring devices from adjustments that would invalidate the measurement result:
 - 3.6.1.1 All personnel who utilize monitoring and measuring devices are trained and understand the requirement not to perform any adjustments that would invalidate the measurement result.
 - 3.6.1.2 All monitoring and measuring devices, which must be repaired and/or re-calibrated before it can be used in the verification of product conformance, is segregated and secured.
 - 3.6.1.3 Assigned "Calibration Use Only" equipment, if applicable, utilized in performing calibrations are selectively controlled and secured from unauthorized personnel.

3.7 When Measuring Devices Are Found Out of Calibration

- 3.7.1 Whenever Monitoring and Measuring Devices have been found not to conform to requirements, the Quality Assurance Manager shall assess the validity of previous measuring results. The assessment performed will be documented and appropriate action shall be taken on the equipment and any product affected.
- 3.7.2 When potentially nonconforming product is still in process, then it shall be identified as such in accordance with the Control of Nonconforming Material Procedure. The Product must be re-verified with known calibrated equipment to ensure that they meet determined requirements;
- 3.7.3 Records of the results of calibration and verification shall be maintained in accordance with the Corrective Action and Opportunities for Improvement Procedure.
- 3.7.4 When suspect product has been shipped, the customer(s) must be notified of the affected shipment(s). The Quality Assurance Manager shall maintain records of such notification.

3.8 Test Software and Comparative References



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3.8.1 When applicable, the ability of computer software used in the monitoring and measurement of specified requirements, to satisfy the intended application, shall be confirmed and included in the Monitoring and Measuring Device Record system. However at this time there is no computer software used in the monitoring and measuring of specified requirements.

4. PROCESS FLOW CHART

The sequential steps for Tempco Electric Heater Corporation Control of Monitoring and Measuring Devices are presented in flowchart format on the last (5) page. The function and/or position responsible for the activity in the flow is identified outside the initial activity. This responsible function and/or position continues until a change is identified. The function of a decision or option requires the responsible function and/or position be identified for each result.

5. RECORD

5.1 Monitoring and Measuring Device Record

5.2 Calibration Certificates / Test Reports

6. REVISION HISTORY

REVISION LEVEL	DATE OF REVISION	SECTIONS	DESCRIPTION OF CHANGE
00	04/27/09	All	Initial release
01	05/25/11	3.1 and 3.3.3	Added Controls Department Manager/Technician in 3.1 and changed record location in 3.3.3
02	06/07/12	3.5.4	If the equipment is dropped <u>and</u> suspected of(The change is and instead of or)
03	01/29/18		Was Procedure 7.6
04	01/09/20	3.3.3 and Authorization	3.3.3 Removed "in K:\Calibration Record Replace Abe Joseph with Samir Patel as Management Representative
05	04/20/21	4	Changed end of the first sentence "on the next (1) page" to say "on the last (5) page"
06	06/14/21	3.7.1	Revised/replaced final line in paragraph



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7. AUTHORIZATION

POSITION	HELD BY	AUTHORIZATION SIGNATURE OR INITIALS
Prepared By: Quality Assurance Manager	Tony Acosta	
Senior Management Representative: Chief Financial Officer	Paul Wickland	
Management Representative:	Samir Patel	



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QUALITY

