

[organization name]

Appendix 3 – Maintenance and Calibration Record

Commented [AES1]: If the organization uses electronic

Equipment ID	Equipment name	Department	Calibration				Maintenance/Repair		
			Measurement range	Measurement accuracy	Calibration date	Calibration valid until	Signature	Date	

Commented [AES2]: Write in the name of the department(s)

Commented [AES5]: Write in the name and ID of report about

Commented [AES3]: The limit of measurement values that an

Commented [AES4]: Accuracy of measurement equipment

[job title]

[name]

[signature]

Commented [AES6]: Only necessary if the Procedure for Document and Record Control prescribes that paper documents must be signed.