

[organization name]

### Appendix 3 – Maintenance and calibration record

Equipment ID	Equipment Name	Calibration					Maintenance Report	
		Measurement range	Demanded accuracy	Calibration date	Calibration valid until	Report ID	Description	Date

**Comment [9A1]:** If organization uses electronic databases, then this Appendix is not needed, and data listed here can be stored in database.

**Comment [9A3]:** Accuracy of measurement equipment needed for measuring physical measurement units. For example, if measuring mass of mass scale beam can display weight of 5 kilograms and 359 grams.

**Comment [9A4]:** Write in the name and ID of report about calibration issued by external calibration organization or calibration if it is performed internally.

**Comment [9A2]:** The limit of measurement values that an instrument is capable of reading. The dimension being measured must fit inside this range. E.g. from 0 to 10 tons, from 0 to 100 pounds, from 0 to 100 volts, etc.

[job title]

[name]

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[signature]