
Overview

This standard is for managers, compliance and quality assurance staff and sole traders who ensure the calibration of equipment used in the conduct of air tightness tests to measure the air permeability of buildings of any size or complexity. It covers those activities involved in control of calibration processes to ensure compliance with regulatory requirements and ensure the accuracy of air tightness test results.

You are required to maintain inventories of all test equipment in use and ensure that it remains in calibration and is correctly labelled. You are also required to monitor the internal processes for calibration and ensure that calibrated equipment remains available to meet business requirements.

Performance criteria

You must be able to:

- P1 prepare and maintain an inventory of all equipment requiring calibration
- P2 identify which equipment requires calibration by UKAS accredited calibration facility with the relevant schedule
- P3 ensure the despatch and return of all equipment requiring external calibration within timescales to ensure the continued availability of equipment to meet business demands
- P4 ensure that all calibration is carried out by competent and approved staff or via external UKAS accredited calibration facility with the relevant schedule
- P5 maintain accurate records of calibration and a database of all calibrated equipment
- P6 ensure that all calibration activities are performed in accordance with the requirements of ISO/IEC 17025:2005 and are traceable to national standards
- P7 equipment must be calibrated after any repair
- P8 monitor the calibration dates for all equipment and sequence re-calibration activities to ensure that all equipment remains in calibration and is available when required
- P9 identify and withdraw all equipment which is out of calibration
- P10 ensure all calibration requirements conform to external regulatory and external standards
- P11 ensure compliance and the continuous availability of calibrated equipment to meet business requirements

Knowledge and understanding

You need to know and understand:

- K1 the relevant and current test standards and regulations to be applied
- K2 company procedures, documentation and database systems of inventory control of all equipment requiring calibration
- K3 regulatory requirements for equipment requiring calibration by UKAS accredited calibration laboratories
- K4 which equipment can be calibrated in-house
- K5 procedures for the dispatch and return of all equipment requiring external calibration
- K6 the timing of external calibration to ensure the continued availability of calibrated equipment to meet business demands
- K7 ways of ensuring that all calibration is carried out by competent and approved staff or via external UKAS accredited calibration laboratories
- K8 the importance of maintaining accurate records of calibration and a database of all calibrated equipment
- K9 procedures for the issuing of calibration certificates and the correct labelling of all equipment showing period of valid calibration
- K10 how to meet requirements for the calibration of equipment
- K11 ways of repairing, maintaining and adjusting equipment to bring it into calibration and remain fit for purpose
- K12 procedures to monitor the calibration dates for all equipment
- K13 how to sequence re-calibration activities to ensure that all equipment remains in calibration and is available when required
- K14 the regulatory requirements and external Standards for calibration
- K15 ways of monitoring and reviewing internal calibration procedures to ensure compliance and the continuous availability of calibrated equipment to meet business requirements and external Standards

ASTATT7

Manage all calibrated equipment



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