

Statement of Work (SOW)

for

Calibration Programme In-Service Support (ISS) Contract

for

The Department of National Defence

Appendix 12

Calibration Seals, Labels and Forms

**Annex A – Statement of Work
Appendix 12 – Calibration Seals, Labels and Forms**

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1 INTRODUCTION

1.1 Overview

1.1.1 DND utilises a system of seals and labels to identify the equipment and its condition. Those seals and labels are procured and distributed by DND. All instruments that requires calibration must have a permanent identification number (PiN) affixed to them depicting their registration in DRMIS. Each instrument will have a label depicting an Equipment Master Record (EMR), assigned by the Defence Resource Management Information System (DRMIS). The permanent identification number will represent the DRMIS EMR. The permanent identification number (PiN) will eventually be replaced with a 2D bar code label when the DRMIS system receives its future updates.

1.1.2 Seals indicating the condition and due date of the instrument must also be affixed to any instrument prior to its return to service. The labels and seals are described in this document. These labels and seals are supplied by QETE. The contractor will affix seals and labels when calibrating equipment.

2 PERMANENT IDENTIFICATION NUMBER (PIN) LABEL

2.1 The permanent identification number label must be affixed to each instrument upon registration in DRMIS. It contains a unique identification number assigned by DRMIS and is affixed to all instruments requiring calibration. This label is locally generated at the calibration center. The label must be affixed to the equipment in a conspicuous place, usually the front panel of the equipment. Once assigned, the label or its DRMIS EMR number are unique to the instrument and are not transferable to another instrument.



Size: 60mm X 12mm


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3 CALIBRATION Label (colour coded green)

3.1 This Calibration Label signifies that the instrument was successfully calibrated and is in an acceptable condition for normal use. The label must be affixed to the equipment in a conspicuous place, usually the front panel of the equipment. This label is available in various sizes and must be completed as follows:

- a. CALCTR/TECH No. - Enter the identification (3 letter Calcentre ID and 3 digit Tech Code) of the person who performed the calibration, or for calibrations performed by an external vendor, enter the identification of the technician who reviewed the Calibration Certificate and data when supplied.
- b. PIN – Enter the DRMIS EMR number of item calibrated.
- c. CAL. DATE - Enter the date the calibration was performed.
- d. DUE DATE – Enter the date the instrument is next due for calibration.

Note: this label is not to be used as a Calibration Seal.

 CALIBRATION - ÉTALONNAGE	
CALCTR/TECH No. - LAB/No. TECH	CAL DATE (dd/mm/yy - jj/mm/aa)
PIN - NIP	DATE DUE - ÉCHÉANCE
DND XXXX	

Sizes: DND 2245, 50mm X 25mm
 DND 2246, 25mm X 12.5mm
 Finish: Clear Laminating Flap to seal writing

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4 CALIBRATION STANDARD Label (colour coded green)

4.1 The Calibration Standard label applies to Standards calibrated by DND for DND; or for Standards calibrated by DND for use as GFE. Contractor owned Standards do not require this label. This label signifies that the Calibration Standard was successfully calibrated and is in an acceptable condition for use. The label must be affixed by the appropriate calibration agent in a conspicuous place, usually the front panel of the equipment. This label must be completed as follows:

- a. CALCTR/TECH No. - Enter the identification (3 letter Lab. ID (QTE) and 3 digit Tech Code) of the person who performed the calibration, or for calibrations performed by an external vendor, enter the identification of the Q.A. representative who reviewed the Calibration Certificate to ensure the calibration was performed correctly.
- b. PIN – Enter the DRMIS EMR Number of item calibrated.
- c. CAL. DATE - Enter the date the calibration was performed.
- d. DUE DATE – Enter the date the standard is next due for calibration.

National Défense / Défense nationale		CALIBRATION STANDARD ÉTALONNA	
CAL. BY- ÉTAL. PAR		CAL. DATE (dd/mm/yy jj/mm/aa)	
PIN - NIP		DATE DUE- ÉCHÉANCE	

DND XXXX

Sizes: DND 2248, 50mm X 25 mm
DND 2276, 25mm X 12.5mm

Finish: Clear Laminating Flap to seal writing.

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5 LIMITED USE Label (colour coded red)

5.1 The Limited Use label signifies that the calibration centre has certified that the instrument has passed a partial calibration and is acceptable for limited use with noted restrictions. The instrument must be functional on all ranges. The acceptable restrictions are either a reduced accuracy or range, or that not all the functions have been calibrated. The label must be affixed to the equipment in a conspicuous place, usually the front panel of the equipment, and contain a description of the reason for the “Limited Use Calibration”.

5.2 The Calcentre must liaise with the user to confirm a Limited Calibration is acceptable. The Contractor must advise the Unit User, by email, of the calibration limitations, and obtain Unit User permission, by return email.

5.3 The following fields must be completed:

- a. LAB. SUPERVISOR – enter the Identification of the Lab. Supervisor.
- b. PIN – Enter the DRMIS EMR Number of item calibrated
- c. CAL. DATE - Enter the date the calibration was performed.
- d. DUE DATE – Enter the date the instrument is next due for calibration.
- e. REMARKS –Detail any additional information to inform the user of the limitations of the instrument. When additional space is required attach a “Limited Use” tag to the instrument and enter in the remarks section “See Limited Use Tag”

5.4 The Limited Use Calibration label and tag can be used where it is necessary for the user to perform a functional check before every use. Special instructions as detailed by QETE must be written on the tag.

National Defence / Défense nationale		LIMITED USE UTILISATION LIMITÉE	
LAB. SUPERVISEUR DU	-	CAL. DATE	-
PIN- NIP		DATE DUEÉCHÉANCE	
REMARKS			
DND			

Size: DND 2253, 50mm X 35 mm
Finish: Clear Laminating Flap to seal writing.

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6 LIMITED USE Tag (colour coded red)

6.1 This tag must be attached to the instrument, as required, in conjunction with the “Limited Use Label.” The purpose of the tag is to describe in detail the nature of the restrictions or limitations when there is insufficient space on the label or to advise users of special requirements before use. The Limited Use tag is completed as follows:

- a. LAB. SUPERVISOR – enter the Identification of the Lab. Supervisor.
- b. PIN – Enter the DRMIS EMR Number of item calibrated.
- c. CAL. DATE - Enter the date the calibration was performed.
- d. DUE DATE – Enter the date the instrument is next due for calibration.
- e. REMARKS – Enter the function, range, or parameter that was not calibrated or was not within specified tolerances. Also, enter amplifying data to inform the client of the limitations as applicable.

Note: a “Limited Calibration” label must also be attached to the instrument as required.

Size: DND 2254, 56mm X 130mm

The diagram shows a rectangular tag with a hole at the top center. The tag is divided into several sections:

- Top left: Canadian flag and the text "Natio Defen" and "Défens nation".
- Top center: A circular hole.
- Top right: The text "LIMITED CALIBRATION É É".
- Middle left: A field labeled "LAB. SUPERVISEUR".
- Middle right: A field labeled "CAL. (dd/mm)".
- Bottom left: A field labeled "PIN".
- Bottom right: A field labeled "DATE -ÉÉÉAN".
- Bottom: A large section labeled "REMARKS -" with several horizontal lines for text entry.
- Bottom left corner: The text "DND".

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7 CLEANED FOR OXYGEN USE Label (colour coded green)

7.1 This label signifies that the instrument has been certified by the Calcentre as having been cleaned and is ready for use in oxygen systems. The label must be affixed to the equipment in a conspicuous place. It may be used in conjunction with the normal calibration label. Note: this label does not certify that the item has been calibrated.

- a. CLEANED BY - Enter the 3 letter Calcentre ID and 3 digit Tech code of the person who performed the cleaning procedure.
- b. DATE – Enter the date the equipment was cleaned.

National Defence / Défense nationale		OXYGEN ONLY / OXYGÈNE SEULEMENT
CLEAN FOR OXYGEN USE / PRÊT POUR USAGE À L'OXYGÈNE		
CLEANED BY - NETTOYÉ PAR CALCTR/TECH No. - LAB/No. TECH	DATE (dd/mm/yy - jj/mm/aa)	
DND XXXX		


Size: DND 2255, 50mm X 25 mm
Finish: Clear Laminating Flap to seal writing.

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8 CLEANED FOR AIR BREATHING EQUIPMENT Label (colour coded yellow)

8.1 This label signifies that the instrument has been certified by the Calcentre as having been cleaned and is ready for use in air breathing systems. The label must be affixed to the equipment in a conspicuous place. It may be used in conjunction with the normal calibration. Note: this label does not certify that the item has been calibrated.

- a. CLEANED BY - Enter the 3 letter Calcentre ID and 3 digit Tech code of the person who performed the cleaning procedure.
- b. DATE – Enter the date the equipment was cleaned.

 National Défense Defence nationale	
CLEAN FOR BREATHING AIR EQUIPMENT PRÊT POUR ÊTRE UTILISÉ SUR APPAREIL RESPIRATOIRE	
CLEANED BY – NETTOYÉ PAR CALC/TR/TECH No. - LAB/No. TECH	DATE (dd/mm/yy – jj/mm/aa)
DND XXXX	


Size: DND 2255, 50mm X 25mm
Finish: Clear Laminating flap to seal writing

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9 CALIBRATION SUSPENSION Tag (colour coded black)

9.1 This tag must be attached to an instrument when the calibration cannot be completed in a timely manner. Test equipment is under suspension when the turn around time of 5 days cannot be met (for example, replacement parts are not available, missing documentation or awaiting a standard). The Calibration Suspension Tag must be completed as follows:

- a. Lab Supervisor - Enter the identification of the Lab Supervisor
- b. PIN – Enter the DRMIS EMR Number of item calibrated.
- c. DATE - Enter the date the calibration was suspended.
- d. W.O. – Enter the Work Order Number of the Calibration
- e. REMARKS – identify which box is appropriate and provide further information as “Details” below if required.

 Nation Défense nationale Défens national	
CALIBRATION SUSPENSION ÉTALONN	
LAB. SUPERVISEUR DU	OR- DATE (dd/mm/)
PIN	W.O.-B.T.
REMARKS -	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
DND X	

Size: DND 2256, 56mm X 130mm

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10 CALIBRATION VOID SEAL (colour coded grey and black)

10.1 Access to adjustable devices on test equipment, where the setting affects the performance must be sealed in order to prevent tampering by unauthorised personnel.

10.2 The calibration seal is made of a destructible material designed to identify potential tampering of calibration adjustments. The seal is affixed to the instrument in such a manner that it must be broken to gain access to any calibration adjustment in the instrument.

10.3 Care should be taken, not to permanently alter the condition of the test equipment when affixing a seal. Not all equipment lends itself to sealing. The requirement for sealing does not apply to adjustment devices that are intended to be set by the user without the need for external references, for example, zero adjustments.



Material: Destructible Polyester

Size: DND 2311, 25mm X 12mm

11 DAMAGED SEALS

11.1 If a calibration seal is found damaged or broken and the instrument fails calibration then the Calcentre or reference laboratory must instruct the User Unit that all equipment that was verified with that test equipment may need to be re-tested.


11.2 It should be noted that for some instruments it is necessary for the user to break the Calibration seal to change the instrument battery, in this case it is recommended that the Calcentre must change all non-rechargeable batteries at every calibration to minimise seals being broken by users.

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12 NO CALIBRATION REQUIRED (NCR) Label - (colour coded green)

12.1 This label identifies test equipment that is not used for quantitative measurement nor produces a quantitative output and does not require periodic calibration, therefore, must be labelled to indicate “No Calibration Required” (NCR). The NCR label can be used for items not supported as test equipment i.e. does not have a DRMIS EMR number. The label must be affixed to the equipment in a conspicuous place, usually the front panel of the equipment. The label is completed as follows:

- a. PIN – Enter the DRMIS EMR Number of item calibrated.
If no Pin Number exists enter N/A.
- b. CALCTR/TECH - Enter the 3-letter Calcentre ID and 3-digit Tech code of the person who attached the label.

 National Défence		Défense nationale	NCR - ENR
NO CALIBRATION REQUIRED ÉALONNAGE NON REQUIS			
PIN - NIP		CALCTR/TECH No. - LAB/No TECH	
DND XXXX			

Size: DND 2249, 50mm X 25 mm
Finish: Clear Laminating Flap to seal writing

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13 RELATED EQUIPMENT Label (colour coded orange)

13.1 This label is attached to equipment that can only be used to make measurements when used with the item identified as ‘Related Equipment’. It is also referred to as a “FAMILY” in DRMIS.

13.2 For example: an instrument may require a specific cable or probe when calibrated.

13.3 The cable or probe would be tagged with a related equipment label.

RELATED EQUIPMENT – identify the item (by DRMIS EMR and Model Number) with which the instrument was calibrated and is intended to be used with.

 National Defence	Défense nationale	RELATED MATERIAL
CALIBRATED AS PART OF AND MUST BE USED ÉTALONNAGE DEPENDANT ET COMPLET :		
RELATED EQUIPMENT (PIN AND MODEL) MATÉRIEL CONNEXE (NIP ET MODÈLE)		
DND XXXX		

Size: DND 2250, 50mm X 25 mm
Finish: Clear Laminating Flap to seal writing

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14 USER VERIFICATION Label (colour coded black)

14.1 This label signifies that the operational equipment used for quantitative measurements has been verified with calibrated test equipment by a qualified individual and to a local procedure. Verification records must be maintained. They can be in a logbook or filed but must be available for an auditor to review. The label must be affixed to the equipment in a conspicuous place, usually the front panel of the equipment.


14.2 This label can be used in conjunction with but does not replace a DRMIS calibration label. The label is completed as follows:

- a. VERIFIED BY - Enter the identification of the person who performed the verification.
- b. PIN – Enter the DRMIS EMR Number of item calibrated.
- c. DATE - Enter the date the verification was performed.
- d. DUE DATE – Enter the date the test instrument is next due for verification.

14.3 In cases where the instrument requires verification immediately before use the label must be completed as follows:

- a. (a) VERIFIED BY - Enter N/A
- b. (b) PIN – Enter the DRMIS EMR Number of item calibrated.
- c. (c) DATE – leave blank
- d. (d) DUE DATE – Enter “Verify before Use”

Note: verification must not be performed as a substitute for a formal calibration

 USER VERIFICATION VERIFICATION DE L'UTILISATEUR	
VERIFIED BY - VÉRIFIÉ PAR	DATE (dd/mm/yy – jj/mm/aa)
PIN - NIP	DATE DUE - ÉCHÉANCE
DND XXXX	

Sizes: 50mm X 25 mm, DND 2251, NSN 7690-20-001-8896
 25mm X 12.5 mm, DND 2310, NSN 7690-20-001-4225

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15 CALIBRATION ON DEMAND Label. (Colour coded blue)

15.1 This label is utilised for instrument that do not require periodic and recurring calibration. As an example, some torque wrenches are manually verified against a torque verifier. If the verification is successful, then no calibration is required and the instruments is returned to service. Such instruments have a base recall period of on demand instead of periodic.

15.2 This label is attached to instruments that will NOT be recorded or reported as overdue on the DRMIS recall system. It can be treated as calibrated up to the 'Void Cal. Date' identified on the label after which it is the responsibility of the user to send it for calibration if required for traceable measurements.

Example: this label can be used for test equipment assigned to a school.

- a. CALCTR/TECH No. - Enter the identification (3 letter Calcentre ID 3 digit and Tech) of the person who performed the calibration, or for calibrations performed by an external vendor, enter the identification of the Q.A. representative who reviewed the report to ensure the calibration was performed correctly.
- b. PIN – Enter the DRMIS EMR Number of item calibrated
- c. CAL. DATE - Enter the date the calibration was performed.
- d. VOID CAL. DATE – Enter the date the instrument is next due for calibration.
- e. AUTH – Enter the Initials of the person who provided authorisation for the instrument to be “Calibration on Demand”

 CALIBRATION ON DEMAND ÉTALONNAGE SURDEMANDE	
NOT ON TEMMIS RECALL - PAS SUR CYCLE DE RAPPEL	
CALCTR/TECH No.LAB/No.TECH)	CAL. DATE (dd/mm/yy jj/mm/aa)
PIN - NIP	CAL. VOID DATE CAL. ANNULÉE
DND XXXX	AUTH

Size: DND 2309, 50mm X 25 mm
Finish: Clear Laminating Flap to seal writing.