

Statement of Work (SOW)

for

Calibration Programme In-Service Support (ISS) Contract

for

The Department of National Defence

Appendix 13

Calibration Certificate and Test Data Sheets

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1 INTRODUCTION

1.1 Overview

1.1.1 All information reported within Calibration Certificates and Test Data Sheets must be ISO compliant and in accordance with any specific instructions in standard test or calibration method specifications.

1.1.2 Information must be reported accurately, clearly, unambiguously and objectively.

2 CALIBRATION DOCUMENTS

2.1 Calibration Certificates

2.1.1 Calibration certificates must be available for all calibrations performed within the scope of the contract, including all organizations and entities performing calibration, including:

- a. Original Equipment Manufacturer (OEM);
- b. Third-party laboratories;
- c. Accredited laboratories;
- d. Non-accredited laboratories; and
- e. DND/CAF laboratories.

2.1.2 Certificates must be ISO 17025 compliant.

2.1.3 The calibration certificate must be available within:

- a. The contractor MIS as an attached to the instrument calibration record (in pdf format); and
- b. DRMIS/CPMS as a pdf or as a hyperlink to the contractor's MIS.

2.1.4 As a minimum, the following information must be contained on the calibration certificate:

- a. Accreditation body logo or the following information:
 - 1) A statement that the calibration meets the requirement of ISO 17025,
 - 2) Name of the accreditation body that has accredited the laboratory,
 - 3) Reference to their accreditation certificate number, and

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- 4) A statement that the calibration is within their scope of accreditation.
- b. Report title;
- c. Calibration lab name and address;
- d. Unique certificate number;
- e. Customer identification: Equipment owner name and address;
- f. Description of instrument being calibrated including:
 - 1) Equipment Maintenance Record (EMR) number. This must be displayed on each page of the report, and
 - 2) Equipment name and description;
- g. Equipment condition upon receipt.
- h. Date of receipt of the items;
- i. Issue date of certificate;
- j. Pagination: Page number of report in the form of Page x of y;
- k. Location where the calibration was performed. If the calibration is performed on site, the location must be provided;
- l. Date(s) of testing or calibration;
- m. Calibration due date;
- n. Calibration technician's name;
- o. Method used: Identification of the method used and any sampling plan or method which is relevant to the data;
- p. Quality statement;
- q. Standards used including calibration due date of the standard;
- r. Calibration Results with before and after calibration data;
- s. Uncertainty of measurement: A note of any deviations from a standard method and any environmental conditions which may bear upon the results;
- t. The test or calibration results themselves with units; and

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- u. Releasing Authority: The name, position and signature or other identification of the person accepting responsibility for the report and the report's date of issue.

2.1.5 When calibration is performed by a non-accredited DND laboratory the contractor must validate and demonstrate that the calibration meets the requirements for Measurement Accuracy, Uncertainty and Traceability.

2.1.6 If the DND laboratory can demonstrate compliance to those requirements then the calibration is considered valid.

2.1.7 The calibration certificate should be equivalent to an accredited calibration report, providing calibration data and measurement uncertainty.

2.2 Calibration Test Data Sheets

2.2.1 Calibration Test Datasheets must be completed with each calibration.

2.2.2 Calibration Test Datasheets must be retained by the calibration laboratory.

2.2.3 Calibration Test Datasheets must be made available to DND upon request.