



International Tower Lighting, LLC maintains adequate procedures for the control of calibration and maintenance of equipment used in the production process. Sufficient records are kept to ensure that equipment is maintained and recalled for calibration at necessary intervals. The equipment calibration and maintenance program is administered by the Quality Manager and the President with help from the Quality Assistant.

- 1) A record of equipment requiring calibration and maintenance is maintained containing the calibration certificates or other applicable records of equipment calibration.
- 2) An internet-based calendar service is utilized to maintain the calibration recall dates for each piece of equipment requiring calibration. The calendar is setup to send reminder emails to the V.P. Engineering and Quality Assistant 6 to 8 weeks prior to the required calibration date.
- 3) Equipment requiring calibration and/or maintenance will be sent to the original manufacturer or to a qualified company for the required calibration or maintenance.
- 4) Companies utilized for the calibration or maintenance are required to utilize calibrated NIST traceable equipment in the performance of all calibration and/or maintenance procedures.
- 5) Companies utilized for equipment calibration and maintenance are required to issue records that will include the following information:
 - a) Item serial number and name.
 - b) Required calibration frequency.
 - c) Date of calibration.
 - d) Due date for re-calibration.
 - e) Personnel performing calibration.
 - f) Identity of "Master" used for calibration where applicable.
 - g) Deviation from standard values where applicable.
 - h) A statement that the calibration is NIST traceable.
- 6) Companies utilized for equipment calibration and maintenance are required to seal all calibration adjustments after certification.
- 7) When equipment is returned from calibration and/or maintenance the accompanying records are reviewed by the V.P. Engineering, Quality Assistant or President. The equipment calibration or maintenance schedule in the internet-based calendar may be adjusted when deemed necessary.
- 8) Equipment that has been removed from service will be identified as "INACTIVE" and will be removed from production areas.
- 9) Equipment that is not used in the production, testing, or inspection of certified products will be identified as "NOT CALIBRATED/INDICATION ONLY."



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Standard Operating Procedure 15
**EQUIPMENT CALIBRATION
AND MAINTENANCE**

Revision	Description of Change	Date	Preparer / Approval
1	Initial Release	1/23/06	Prepared By: Andy Rudolph Approved By: Roberto Schipp
2	Revised for Internet Calendar use and "not calibrated" sticker.	5/20/08	Prepared By: Andy Rudolph Approved By: Roberto Schipp
3	Updated address	1/10/11	Prepared By: Andy Rudolph Approved By: Roberto Schipp
4	Updated ITL Logo	6/6/12	Prepared By: Elke Hinson Approved By: Andy Rudolph
5	Updated address	10/26/2015	Prepared By: Elke Hinson Approved By: Andy Rudolph