

REQUIREMENTS FOR EXTERNAL CALIBRATION SERVICE PROVIDERS:

1. If for any reason supplier cannot comply with all requirements, ORBIS must be notified of the nonconformity upon discovery.
2. At a minimum, equipment must be labeled with due date (month / year) and unique equipment identifier (e.g. CI#, serial #, or equipment ID).
3. Accuracy requirements (form- 7600-10) may be used as part of the purchasing process to communicate ORBIS requirements for accuracy to the supplier.
4. All out of tolerance conditions must be listed on a summary report generated by the supplier. The summary report must be provided to ORBIS quality personnel within 24 hours of discovery of out of tolerance conditions.
5. **Certifications of Calibration:**
 - Shall be delivered with the equipment or be available (electronically/hard copies provided) within 5 business days of completion of service.
 - Calibration methods shall be traceable to international or national measurement standard(s). The Certificate MUST include the standards used for calibration.
 - Information required on certificate:
 - Calibration method/procedure used
 - Appropriate unique equipment identifier (e.g. CI#, serial #, or equipment ID)
 - Calibration date and due date for equipment calibration
 - Accuracy / tolerance requirements
 - Level of uncertainty
 - Actual readings of "as found" and "as left" conditions / Out of tolerance conditions shall be noted on the certificate
 - Environmental conditions during calibration activities
6. Calibration service provider shall use appropriate methods and procedures for all calibrations/verifications and related activities within its responsibility (including, but not limited to, sampling, handling, transporting and storage, preparation of items, estimation of uncertainty of measurement and analysis of calibration data).
7. Where possible, equipment should be adjusted or readjusted as needed to return to nominal.
8. Equipment shall be calibrated across the full functional range unless otherwise approved in writing by ORBIS.

9. Environmental conditions during calibration activities shall be such as to not adversely affect calibration activities.
10. In the event a calibration service provider outsources to a third party, the original calibration service provider must indicate review and acceptance of the results of the third party calibration. This is generally done by a signature and date of the calibration service representative on the calibration certificate from the third party or transfer of information to their own certificate. In the event a third party is utilized for calibration services, supplier must notify the site Quality Manager / designee.
11. These requirements may be downloaded from the ORBIS website:
<https://www.orbiscorporation.com> (Supplier Info → Requirements for External Calibration Service Providers). Revision: 4/17/2019