






**DIMENSION BID**

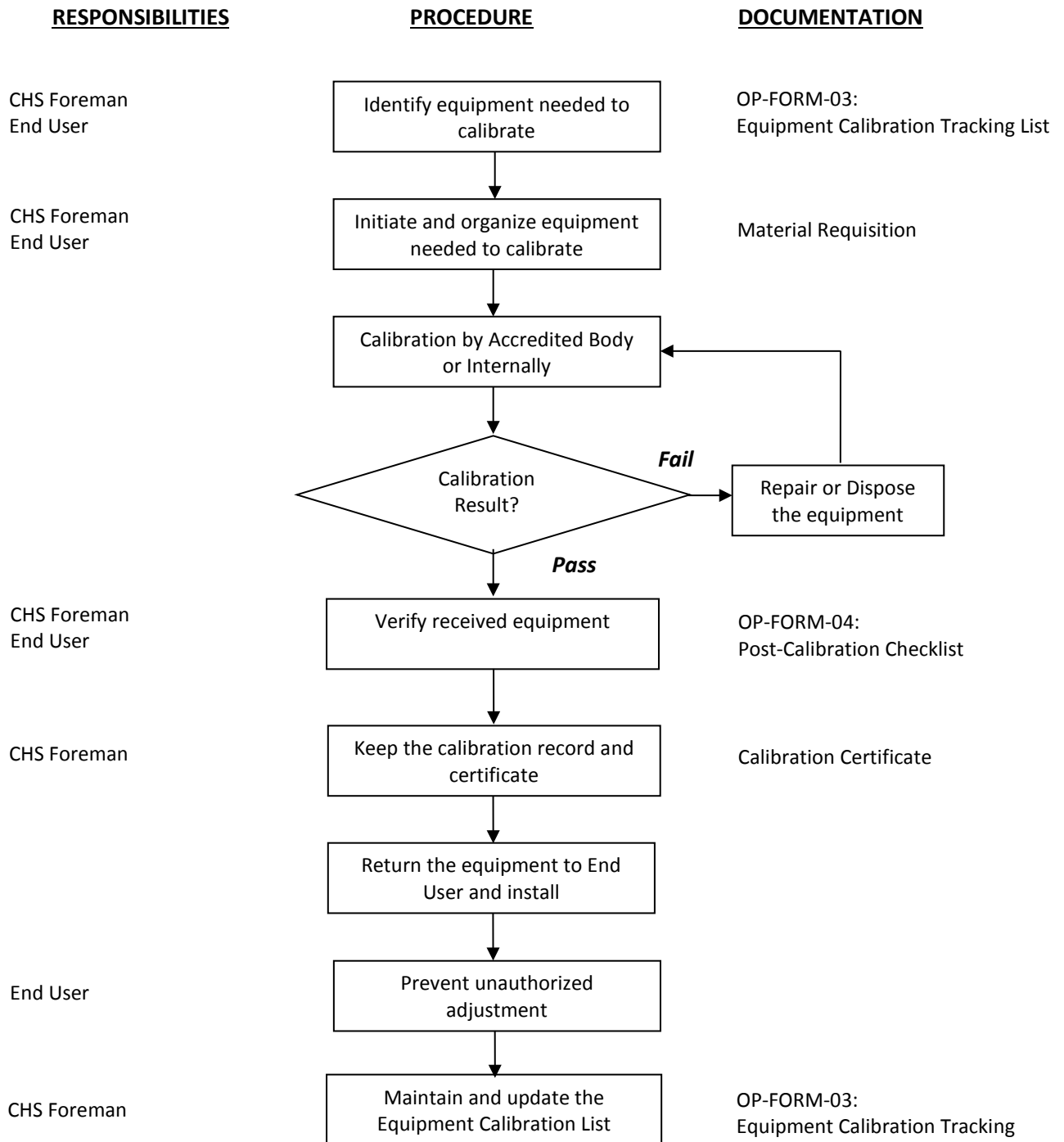
WELL INTERVENTION | PERFORATION SERVICES

**CONTROL OF TESTING, MEASURING,  
MONITORING AND DETECTION  
EQUIPMENT PROCEDURE  
DBSB-CHS-08**

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**1.0 FLOW CHART**


## **2.0 OBJECTIVE**

This procedure is to determine the process to calibrate control, monitoring and measuring equipment to provide evidence of equipment conformance to standards.

## **3.0 SCOPE**

This procedure applies to all processes that are related to calibrating control, monitoring, and measuring equipment used in operation.

## **4.0 ABBREVIATION/ DEFINITION**

- 4.1 CHS Foreman - CHSF
- 4.2 Equipment Calibration Tracking List - ECL
- 4.3 Post-Calibration Checklist - PCC

## **5.0 REFERENCE**

- 5.1 Quality Manual
- 5.2 ISO 9001:2015, Para 7.1.5: Monitoring and Measuring Resources
- 5.3 API Spec Q2, Para 5.8 : Control of Testing, Measuring, Monitoring and Detection Equipment

## 6.0 PROCEDURE

### 6.1 Equipment to Calibrate

- a. CHSF shall monitor and organize for all control, monitoring and measuring equipment to be calibrated.
- b. To prepare calibration schedule based on equipment condition, frequency or time-based calibration.
- c. Equipment with expired calibration due date shall not be used and must be calibrated.
- d. The monitoring and measuring equipment shall be calibrated by a certified/accredited calibration personnel (external) before the expiring date.
- e. In case the calibration is conducted internally, a competent and accredited personnel shall perform calibration, comparing to original specifications. If the result is found uncertain, the equipment shall be sent for calibration to a certified/accredited calibration personnel (external).

### 6.2 Calibration Status

- a. **Equipment Calibration Tracking List (ECL)** shall indicate the important criteria of equipment such calibration period and due date.
- b. Upon receiving the calibrated equipment from the external party, CHSF shall inspect the calibrated equipment including labeling (accuracy and validity, calibration date and expiry date clearly noted) and the form **Post-Calibration Checklist (PCC)** filled in.
- c. The equipment shall also be tested and verified before it can be used (if needed) and fill in the PCC.
- d. A calibration label to at least display the day the calibration was done, the expiry parameters, Calibration Personnel details, and status must be affixed.

**6.3 Calibration Record**

- a. Calibration record and certificate shall be maintained and kept in a proper filing system.
- b. The status of all monitoring and measuring equipment shall be identified by their calibration label.

**6.4 Prevent unauthorized adjustment**

- a. End User shall be responsible for preventing unauthorized adjustment to equipment that would invalidate the calibration setting
- b. If equipment is past due its calibration date or gives inaccurate readings, the equipment shall be appropriately labeled **“DO NOT USE”** until repaired.
- c. CHSF shall be responsible for segregating and storing the faulty equipment in a secured area. The faulty equipment must be repaired prior to further use. If the equipment cannot be repaired, it must be disposed-off to avoid unintended use.

**7.0 QUALITY RECORDS**

No.	Title of Records	Person-In-Charge	Retention Period (Year)
1.	OP-FORM-03: Equipment Calibration Tracking List	CHS Foreman	5
2.	Calibration Certificate		
3.	OP-FORM-04: Post-Calibration Checklist		