

SECTION 2.8

XXXX COMPANY, INC.

MEASURING & TEST EQUIPMENT

The purpose of this section is to define the controls required in the measuring & test equipment used at XXXX Company, Inc.

This section applies to all measuring and test equipment used to verify product produced or rebuilt by XXXX Company, Inc.

Measurement and test equipment purchased from a M-1003 certified supplier or one individually audited and certified by XXXX Company's Quality Assurance Department shall require a short form certification. All other equipment will require an initial long form certification.

All measuring and test equipment must have a unique identifier preferably one assigned by the OEM. If the OEM did not assign a unique identifier, one must be assigned.

Each piece of measuring and test equipment will be listed in the Gage Tracker[®] software. The appropriate Interval of Calibration will be assigned according to the data in the Gage Tracker[®] Gage Type Database. The Quality Assurance Manager is responsible for the maintenance of all Gage Tracker[®] data and specifically the documentation of any change to a calibration interval.

A written verification or calibration procedure is to be provided for all measuring or test equipment. These procedures are to be listed in Gage Tracker[®] with appropriate backup documentation. All procedures must establish specific acceptance criteria and assure tracability to nationally recognized standards.

A long form verification/certification is to be developed for each piece of measurement and test equipment when it becomes due according to the Calibration Schedule provided by Gage Tracker®. All non-conforming measurement and test equipment is to properly documented using Winchester Industries, Inc. Document Number 019.

A status indicator in the form of a sticker will be applied to each piece of measurement and test equipment where physically possible. A copy of the Gage Tracker® Calibration Schedule shall be posted where the measurement and test equipment is used as a backup status indicator.

The Quality Assurance Manager is responsible for assuring that all personnel are properly trained in the use of measuring and test equipment as well as transfer standards.

The Quality Assurance Manager is responsible the proper maintenance and control of all hard copy measurement and test records. This shall take the form of a series of annual file folders. Each folder will contain the certification documents for newly acquired gages, long form certifications for recalibrated gages, all non-conformance documentation and documentation for any change to a gage type interval of calibration.

The Quality Assurance Manager is responsible for periodic audit of the entire Measuring and Test Equipment Calibration System to assure that controls are working.