



STANDARD OPERATING PROCEDURE

Department: Quality Control	SOP No.:
Title: Operation and Calibration of Vernier Caliper	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down a procedure for Operation of Vernier Calipers.

2.0 SCOPE:

This SOP is applicable to measure dimension of material using the Vernier Caliper.

3.0 RESPONSIBILITY:

Officer, Executive – Quality Control.

Head – Quality Control

4.0 PROCEDURE:

4.1 Operation:

4.1.1 Ensure that instrument is clean and free from dust.

4.1.2 Check the calibration status of the instrument.

4.1.3 Switch ON the instrument display screen with help of green button and press yellow button for zero reading, after closing the jaws properly.

4.1.4 Set the sample between the upper side or lower side jaws of the Vernier calipers as per the requirement.

4.1.5 Set the unit of measurement in in / mm with help of grey button.

4.1.6 Note down the reading displayed on the screen.

4.2 Calibration:

4.2.1 Vernier Caliper is to be calibrated by authorized or trained engineering personnel as per SOP.

4.2.2 If the readings are exceeding the acceptable limit, put an “OUT OF CALIBRATION” tag, and proceed as per SOP.

4.2.3 Calibrate frequency : Yearly

4.3 Precautions:

4.3.1 Use the instrument carefully not to damage the jaws.

4.3.2 After use, keep the instrument in the box provided.



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4.3.3 Change the battery when the display is not readable.

5.0 ANNEXURE (S):

Nil

6.0 REFERNCE (S):

SOP Preparation, Approval, Distribution control, revision and destruction of Standard operating Procedure (SOP).

SOP Handling of Out of Calibration.

SOP Calibration of digital Vernier Caliper.

7.0 ABBREVIATION (S)/DEFINITION (S):

SOP : Standard Operating Procedure

QAD : Quality Assurance Department

REVISION CARD

S.No.	REVISION No.	REVISION DATE	DETAILS OF REVISION	REASON (S) FOR REVISION	REFERENCE CHANGE CONTROL No.
1	00	----	----	New SOP	----