



PHARMA DEVILS

ENGINEERING DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Engineering	SOP No.:
Title: Calibration of Field Instruments	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

1.0 OBJECTIVE:

To lay down the Procedure for Calibration of field instruments.

2.0 SCOPE:

This standard operating procedure (SOP) is applicable for calibration of field instruments.

3.0 RESPONSIBILITY:

Executive Engineering will perform the Calibration and prepare the data sheet.

Manager Engineering will check the data sheet and calibration certificate.

Manager QA will verify & approved the data and calibration certificate

4.0 PROCEDURE:

- 4.1 Ensure that Master Instruments used for calibration are in calibration state before starting the calibration.
Executive engineering shall prepare the Annual Calibration Plan for succeeding year for all equipment/instruments as per Annexure-1 in the month of December.
- 4.2 Manager Engineering shall check prepared plan and same shall be submitted to Manager QA for their approval.
- 4.3 Executive Engineering shall prepare the list of instrument to be calibrated in each month, on the last week of each month as per Annexure-II
- 4.4 Executive Engineering shall inform to concern department supervisor for calibration of instruments in advance
- 4.5 Executive Engineering shall perform the calibration of instrument as per their respective SOP.
- 4.6 Executive Engineering shall record the observation in the respective data sheet and it shall be submitted to Manager Engineering for his review.
- 4.7 QA shall verify the data sheet and approved the calibration certificate..
- 4.8 Calibration Certificate No. Shall be given as follows:
DD/PMN/ID
DD: Date of Calibration.
PMN: Promed Manufacturing Nalagarh.
ID: Instrument Identification Number.
For Example: Calibration certificate number of pressure gauge having ID:..... performed on 20.04.24 as under.
20.04.24/PMN/U/012-PG 01.
- 4.9 After re-calibration retrieves the old tag and destroys. Record the details as per Annexure -III
- 4.10 Verify each instrument for ID No. Affx the tag and compile the details as per Annexure IV



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4.11 If the calibration results not meet the acceptance criteria then replace it with new equipment/instrument and maintain the record as per Annexure-V

4.12 Before installing the instrument recalibrate it as per respective SOP and inform the QA Department after the installation.

4.3 FREQUENCY:

4.3.1 Direct impact to the manufacturing process six monthly.

4.3.2 Indirect impact to the manufacturing process yearly.

4.4 TOLERANCE LIMIT:

4.4.1 +/- 7 Days in case of six monthly

4.4.2 +/- 15 Days in case of yearly.

5.0 SAFETY AND PRECAUTIONS:

Not Applicable

6.0 REVISION HISTORY:

Revision No.	Reason for Revision	Superseded from & date
00	New	-----

7.0 REFERENCES:

Not Applicable

8.0 ABBREVIATIONS:

SOP: Standard Operating Procedure.

ID: Identification Number

QA: Quality Assurance

9.0 ANNEXURE

Annexure – I: Annual calibration plan

Annexure – II: Next month Calibration plan



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- Annexure – III: Old calibration tag record
- Annexure – IV: Calibration tag
- Annexure – V: Instrument replacement record



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ANNEXURE I ANNUAL CALIBRATION PLAN

Equipment Name	Name of Instrument	ID.No	Jan		Feb		Mar		Dec	
			P	A	P	A	P	A		P	A

P: Plan Column: Fill the date and make it yellow for six monthly calibration and Light green for Yearly calibration.

A: Actual Column: Fill the actual date of calibration and make it Green.



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ANNEXURE IV CALIBRATION TAG

	SOP REF. NO:
CALIBRATED	
INSTRUMENT NAME	
INSTRUMENT ID.	
LOCATION	
CERTIFICATE NO.	
CALIBRATION ON	
NEXT DUE ON	
CALIBRATED BY	CHECKED BY

