	DCWD Calibration Laboratory **ISO 17025** **Work Instruction** **WI 05-03** Verification of Calibrating Tank using the Reference Standard Calibrating Bucket	Doc. No. : **WI 05-03** Issue No. : 1 Issue Date : 04/25/2016 Rev. No. : 1 Rev. Date : SEP 15 2017 Page : **1** of **5**

Rev No.	Preparation Date	Description of Change	Prepared by
0	March 31, 2016	Initial documentation of the Quality Management System	E.L Villaver
1	September 13, 2017	To indicate the Tolerance Limit Procedure as per recommendation of PAB Auditor.	Gerald Gayda

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Rev #	0	0	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-
Issue #	1	1	1	1	1	-	-	-	-	-	-	-	-	-	-	-	-	-

OBJECTIVE:

To provide a reliable and efficient calibration result in the laboratory.

SCOPE:

This work instruction covers the verification of calibrated tanks used in calibration of the Laboratory.

DISTRIBUTION:

This work instruction is distributed to the Laboratory Personnel.

REFERENCE DOCUMENTS:

QP 05-08 Quality Assurance and Verification

DEFINITION OF TERMS:

Verification - is a process. It uses objective evidence to confirm that specified requirements have been met. Whenever specified requirements have been met, a verified status is achieved.

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TOOLS AND EQUIPMENTS:

1. Reference Standard Calibrated Bucket (10L Capacity)
2. Reference Standard Calibrated Bucket (20L Capacity)
3. Thermohygrometer
4. Dial dry Thermometer

RESPONSIBLE:

The Calibration Officer and Laboratory Supervisor are responsible for the proper implementation of this Work Instruction.

SAFETY:

Calibration Officer should wear shoes to prevent injury that will be caused by falling heavy objects and etc.

ACTIVITIES	RESPONSIBLE
1. Calibrated Tank (50 L Capacity)	
1.1. Use the Reference Standard Calibrated Bucket (10L Capacity).	Calibration Officer
1.2. Wet up the calibrated tank and reference standard to its full reference mark.	Calibration Officer
1.3. Record the water and ambient temperature, relative humidity.	Calibration Officer
1.4. Fill up of water the reference calibrating bucket up to zero marker.	Calibration Officer
1.5. Transfer the water to the calibrated tank.	Calibration Officer
Note: Avoided spillage of water upon transferring of water and 10 seconds dripping time after the cessation of main flow.	
1.6. Record to the *Verification Worksheet for Calibrating Tank (FO 05-14)* the verification results each reference marker level of the calibrated tank.	Calibration Officer
1.7. **Evaluate the verification results using Table 1.**	**Calibration Officer**
1.8. Repeat 1.3 to 1.6 until it reaches to the full reference mark.	Calibration Officer

2. Calibrated Tank (400L & 500 L Capacity)	
2.1. Use the Reference Standard Calibrated Bucket (20 liters capacity).	Calibration Officer
2.2. Wet up the calibrated tank and reference standard to its full reference mark.	Calibration Officer
2.3. Record the water and ambient temperature, relative humidity.	Calibration Officer
2.4. Fill up of water the reference calibrated bucket up to zero marker.	Calibration Officer
2.5. Transfer the water to the calibrated tank.	
Note: Avoided spillage of water upon transferring of water and 10 seconds dripping time after the cessation of main flow.	Calibration Officer
2.6. Record to the *Verification Worksheet for Calibrating Tank (FO 05-14)* the verification results each reference marker level of the calibrated tank.	Calibration Officer
2.7. **Evaluate the verification results using Table 1.**	**Calibration Officer**
2.8. Repeat 2.3 to 2.6 until it reaches to the full reference mark.	Calibration Officer

Table 1: Evaluation criteria of the verification results.

TOLERANCE	REMARKS
Above ± 1mm	Not Fit for use.
Within ± 1mm	Fit for use.

Note: If "Not Fit for Use" see QP-05-08 clause 1.5.1.3.

RECORD

Keep the following records as evidence of the effective implementation. Retention of records refers *QP 04-08 Records Management*.

1. Verification Worksheet for Calibrating Tank