	BUREAU OF ANIMAL INDUSTRY	
	GENERAL PROCEDURES	
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1.0 Objectives

- To ensure that measuring equipment are adjusted and calibrated against measurement standards traceable to international measurement standards.
- To develop the calibration plan for all measuring and monitoring equipment

2.0 Scope

- This procedure covers all activities pertaining to the calibration of all measuring equipment and monitoring of actions taken.

3.0 Definition of Terms

- CSP – refers to Calibration Service Provider

4.0 Records

- Equipment Folder (Daily PM checklist, PM Checklist, Breakdown Report, PM Report/Calibration Certificate, Operation's Manual)
- R-BAI-11 Calibration Report File

5.0 References

6.0 Process Flow

PROCESS	RESPONSIBILITY	DETAILS
<div style="border: 1px solid black; border-radius: 10px; padding: 5px; text-align: center;">Check/Review Calibration Plan</div>	SH/UH/Analyst/ Specialist	<ul style="list-style-type: none"> • SSC/USC to oversee schedule base on the PL-BAI 04 Calibration Plan
<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center;">Prepare request for Calibration</div> <div style="text-align: center;">↓</div>	SSC/USC	<ul style="list-style-type: none"> • Requests shall be done ahead of time prior to the scheduled date of calibration to give ample time for processing. • Service Provider should be PAB accredited
<div style="border: 1px solid black; padding: 5px; text-align: center;">Perform Calibration</div> <div style="text-align: center;">↓</div> <div style="border: 1px solid black; width: 20px; height: 20px; margin: 0 auto; text-align: center; line-height: 20px;">A</div>	SSC/USC Concerned Service Provider	<ul style="list-style-type: none"> • Inform EC



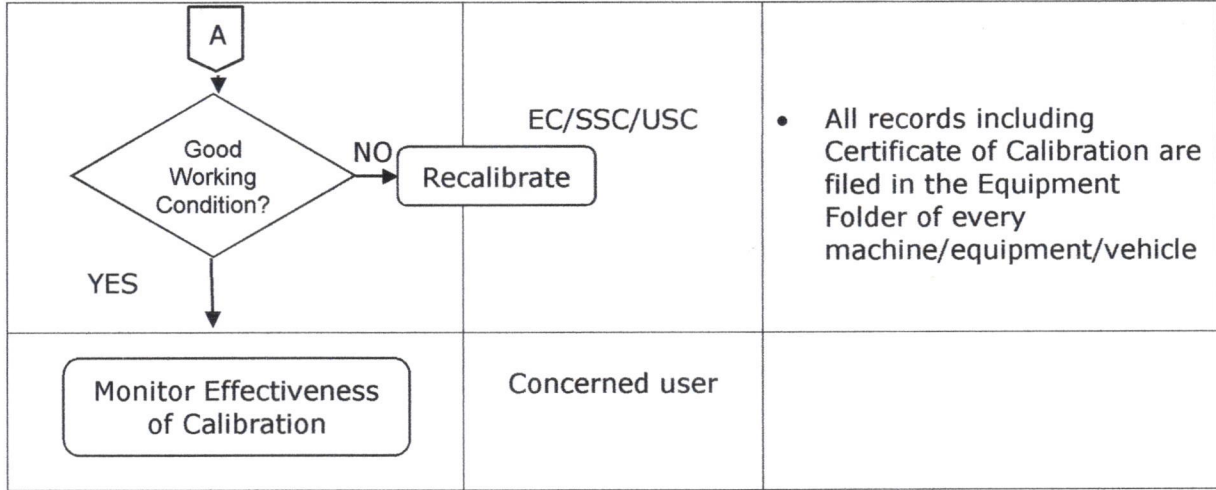
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