Standard Operating Procedure for

(Title)

# Scope and Measurand(s) of Calibrations

# Description of the Item to be Calibrated

# Measurement Parameters, Quantities, and Ranges to be Determined

# Equipment, Including Technical Performance Requirements

# Reference Standards and Reference Materials

# Environmental Conditions and Stabilization Periods

# Procedure Include any special items as noted in this list:

## affixing of identification marks, handling, transporting, storing and preparation of items;

## checks to be made before the work is started;

## checks that the equipment is working properly and, where required, calibration and adjustment of the equipment before each use;

## **step by step process:** the method of recording the observations, data to be recorded, data reduction, method of analysis, and presentation of results;

## any safety measures to be observed;

## criteria and/or requirements for approval/rejection where applicable;

## data to be recorded and method of analysis and presentation;

# Calculations (See Possible Measurement Equations)

# Measurement Assurance (possible Check Standards)

# Uncertainties (include an Uncertainty Budget Table)

# Calibration Certificate