

Standard Operating Procedure for (Title)

- 1 Scope and Measurand(s) of Calibrations**
- 2 Description of the Item to be Calibrated**
- 3 Measurement Parameters, Quantities, and Ranges to be Determined**
- 4 Equipment, Including Technical Performance Requirements**
- 5 Reference Standards and Reference Materials**
- 6 Environmental Conditions and Stabilization Periods**
- 7 Procedure Include any special items as noted in this list:**
 - 7.1 affixing of identification marks, handling, transporting, storing and preparation of items;
 - 7.2 checks to be made before the work is started;
 - 7.3 checks that the equipment is working properly and, where required, calibration and adjustment of the equipment before each use;
 - 7.4 **step by step process:** the method of recording the observations, data to be recorded, data reduction, method of analysis, and presentation of results;
 - 7.5 any safety measures to be observed;
 - 7.6 criteria and/or requirements for approval/rejection where applicable;
 - 7.7 data to be recorded and method of analysis and presentation;
- 8 Calculations (See Possible Measurement Equations)**
- 9 Measurement Assurance (possible Check Standards)**
- 10 Uncertainties (include an Uncertainty Budget Table)**
- 11 Calibration Certificate**