

Specification of Competency Standards
for the Testing, Inspection and Certification Industry
Unit of Competency

Functional Area - Testing Operations

Title	Formulate equipment calibration plan
Code	105884L5
Range	This unit of competency (UoC) covers the abilities to formulate equipment calibration plan for laboratory / on-site / testing / inspection activities to meet requirements of intended use of the equipment for the correct performance of tests and/or calibrations.
Level	5
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Determine equipment calibration requirements and resources availability</p> <ul style="list-style-type: none"> • Develop an alert system in reminding assigned personnel of the equipment calibration schedule. • Evaluate the latest information on manufacturers' specifications, recommendations and international guidelines for performing equipment calibration. • Determine the level of quality of the personnel, material, reference standards, equipment, traceability and procedures required to deliver the work according to the specifications on equipment calibration. <p>2. Formulate equipment calibration plan</p> <ul style="list-style-type: none"> • Devise equipment calibration plans which satisfy international guidelines and the relevant accreditation guidelines, balance the best use of available resources with skill development opportunities, and achieve the reliability of equipment and level of traceability required. • Distribute the plans to team or appropriate personnel, explain and confirm contents with them. • Establish the interval between calibrations, acceptance criteria of equipment calibration against intended use and specifications of test standards. • Monitor the workflow and outputs against plans and investigate any variations. • Revise the calibration plans according to the trend analysis of calibration results. <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Ensure a system for alerting responsible personnel of the due date of work plan is implemented effectively and efficiently. • Ensure the calibration status is updated and the plan is revised according to the trend analysis of calibration checks.
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • formulate the equipment calibration plan that fits the intended use and satisfies international guidelines and the relevant accreditation criteria without compromising quality, accuracy and traceability, • monitor the progress of planned equipment calibration work, • revise the equipment calibration plan according to the trend analysis of calibration results for continuous improvement.
Remark	<p>The relevant accreditation document involved in this UoC is as follows:</p> <ul style="list-style-type: none"> • HOKLAS Supplementary Criteria No. 2 All Test Categories – Equipment Calibration and Verification