

# Field Calibration Record

Blank working sheet — record by hand at the bench, then type into Cali.

|               |                    |
|---------------|--------------------|
| Asset tag     | Description        |
| Manufacturer  | Model              |
| Serial no.    | Discipline         |
| Customer      | Location           |
| Procedure     | Reference standard |
| Date received | Date calibrated    |
| Metrologist   | Job no.            |

## Environmental conditions

|                  |                |                |      |                          |
|------------------|----------------|----------------|------|--------------------------|
| Temperature (°C) | Humidity (%RH) | Pressure (hPa) | Time | Conditions stable? (Y/N) |
|                  |                |                |      |                          |

## Measurements

| Point / Range | Nominal | Unit | As-Found reading | As-Left reading | Tolerance | P/F |
|---------------|---------|------|------------------|-----------------|-----------|-----|
|               |         |      |                  |                 |           |     |
|               |         |      |                  |                 |           |     |
|               |         |      |                  |                 |           |     |
|               |         |      |                  |                 |           |     |
|               |         |      |                  |                 |           |     |
|               |         |      |                  |                 |           |     |
|               |         |      |                  |                 |           |     |
|               |         |      |                  |                 |           |     |
|               |         |      |                  |                 |           |     |

Adjustment made? ☐ No ☐ Yes      Overall result: ☐ PASS ☐ FAIL

## Notes / observations

Performed by (Metrologist)

Signature

Date

Reviewed / signed by (Technical Signatory)

Signature

Date

## Measurements — Continuation Sheet

Additional measurement points. Attach to the Field Calibration Record.

Asset tag: \_\_\_\_\_ Job no.: \_\_\_\_\_ Sheet \_\_\_\_ of \_\_\_\_

## Laboratory Environmental Conditions Log

Daily/periodic record of lab conditions for ISO/IEC 17025 retention. Transcribe into Cali.

|                       |                     |
|-----------------------|---------------------|
| Laboratory / area     | Month / year        |
| Acceptable temp range | Acceptable RH range |
| Monitoring instrument | Instrument cal. due |

**Out-of-limit actions / notes:**

\_\_\_\_\_

Retention: keep environmental records per the laboratory's record-retention policy (commonly at least one full calibration cycle; many labs retain for 3-6 years). Review periodically (e.g., weekly) for trends and out-of-limit events.