



PROFESSIONAL TRAINING PROGRAM DRAFTING AUDIT-READY CALIBRATION PROCEDURES

BUILD CONTROLLED. COMPLIANT. DEFENSIBLE DOCUMENTATION.

TRAINING OVERVIEW

In regulated environments, poorly written calibration procedures lead to non-conformities, audit findings, and operational risk. This intensive workshop equips participants with the practical knowledge and structured methodology required to draft clear, compliant, and audit-ready calibration procedures aligned with ISO standards and quality management systems.

WHY THIS TRAINING IS CRITICAL

- Strengthens ISO compliance
- Reduces audit findings
- Improves procedural clarity
- Ensures traceability to standards
- Enhances consistency across departments
- Supports accreditation readiness

WHAT YOU WILL LEARN

Participants will gain the ability to:

- Structure controlled calibration procedures
- Define acceptance criteria correctly
- Incorporate traceability requirements
- Address measurement uncertainty appropriately
- Align documentation with **ISO 9001** and **ISO/IEC 17025**
- Prepare procedures that withstand external audits

WHO SHOULD ATTEND

- Calibration Technicians
- QA / QC Personnel
- Maintenance & Instrumentation Engineers
- Laboratory Personnel
- Documentation & Technical Writers

STRUCTURE OF A COMPLIANT CALIBRATION PROCEDURE

A properly drafted calibration procedure includes

- Title
- Purpose
- Scope
- Responsibilities
- Reference Documents
- Equipment & Standards Required
- Environmental Conditions
- Calibration Method / Procedure
- Acceptance Criteria
- Measurement Uncertainty

PRACTICAL WORKSHOP COMPONENT

- Drafting a sample calibration procedure
- Identifying documentation gaps
- Writing measurable acceptance criteria
- Integrating traceability statements
- Reviewing audit case scenarios