



Calibration Program Kit

Start here: what's inside, how to set up your program, and what you still need.

What's inside

File	What it is	When to use it
00_Start_Here_README.pdf	This guide	First
01_Calibration_Procedure_Template (.docx + .pdf)	Editable procedure: register, equipment selection, status labels, intervals, in-house and external calibration, certificate review, recall, safeguarding, environment, OOT, personally owned and customer equipment, test software	Once, to set up; review yearly
02_Gauge_Master_List_and_Recall_Tracker.xlsx	Register with automatic due dates and recall flags, auto-sorted Recall List, Calibration History Log, OOT Log, Dashboard, and a Gauge R&R calculator	Every day; monthly recall
03_Out_of_Tolerance_Impact_Assessment_Form (.docx + .pdf)	As-found data, where the item was used, how to decide product impact, actions, customer notification	Every OOT event
04_Gauge_RR_Basics_Guide.pdf	Plain-language MSA terms, how to run a crossed study, the math, a worked example, and acceptance guidance	Before a Gauge R&R; for training
05_Supplier_Calibration_Certificate_Review_Checklist (.docx + .pdf)	What a good external certificate contains (with ISO/IEC 17025:2017 references) and your own acceptance steps	Every external certificate
06_AS9100D_7.1.5_Requirements_Mapping (.docx + .pdf)	Each 7.1.5 requirement paraphrased, what auditors look for, where the kit helps, and a column for your evidence	Before audits

Set up your program in a day

1. **Walk the floor** and list every item used to accept product, including personal toolboxes, CMM programs, and customer-supplied gauges.
2. **Enter them** in the Gauge Master List (Doc 02) after deleting the example rows. Give each a unique ID and mark it on the item.
3. **Set intervals** and enter last calibration dates. Anything with no record gets calibrated before use.
4. **Label** every item; tag reference-only items 'CNR'.
5. **Adapt the procedure** (Doc 01) and release it through document control.
6. **Review certificates** with Doc 05 as they come back; run the Recall List monthly; use Doc 03 for every OOT.
7. **Check yourself** against Doc 06 before your next audit.

Good to know

- **Standards you still need.** This kit is not a copy of AS9100D, ISO/IEC 17025, ISO 10012, or the AIAG MSA manual. References are paraphrased for navigation. ISO 10012 was revised in 2026 (ISO 10012:2026 replaced the 2003 edition); it is voluntary guidance unless a customer requires it.
- **Customer requirements win.** Contracts can require specific calibration standards (for example ANSI/NCSS Z540.3), accredited calibration, MSA methods, or notification rules.



Calibration and Control of Monitoring and Measuring Equipment - TEMPLATE

Calibration Program Kit - Document 01 - Rev A (2026-10)

How to use this template: replace every [bracketed item] with your company's details, delete what does not apply, and route it through document control before use. It is a starting point written from general industry practice, not a substitute for your own review against AS9100D 7.1.5 and your customer requirements.

Document number	[QP-7.1.5]	Revision	[A]	Effective date	[YYYY-MM-DD]
Owner	[Quality Manager]	Approved by	[Name, title]	Company	[Company name]

1. Purpose

This procedure defines how [Company] selects, identifies, calibrates or verifies, controls, and recalls the monitoring and measuring equipment used to verify that products and services conform to requirements, and what we do when equipment is found out of tolerance. It supports AS9100D clause 7.1.5.

2. Scope

Applies to all monitoring and measuring equipment (M&TE) used to accept product or to control processes where results affect product conformity, including:

- Hand tools and gauges (calipers, micrometers, indicators, pin, thread, and ring gauges), surface plates, and gauge blocks
- Instruments and test equipment (CMMs, comparators, profilometers, hardness testers, torque tools, pressure gauges, thermocouples, electrical meters)
- Test hardware, test software, automated test equipment (ATE), and inspection programs (for example CMM programs) used to produce verification data
- Personally owned and customer-supplied equipment used to show product conformity
- [Production equipment that measures and controls a process, if your company includes it here; otherwise see QP-8.5.1.1]

Items not used for acceptance may be designated 'Calibration Not Required - Reference Only' (CNR) under section 6.3.

3. References

Document	Use
AS9100D	7.1.4 (environment), 7.1.5.1 (resources fit for purpose), 7.1.5.2 (measurement traceability, recall, register, environment, validity of previous results), 7.2 (competence), 7.5 (records), 8.4 (calibration suppliers as external providers), 8.7 (nonconforming outputs)
ISO/IEC 17025:2017	General requirements for the competence of testing and calibration laboratories (used to select external labs and review certificates)
ANSI/NCSL Z540.3	[Only if a customer contract requires it] Requirements for the calibration of measuring and test equipment
ISO 10012:2026	[Optional guidance] Requirements for measurement management systems