



DTL-QA-PRO-0003

Calibration Procedure

DTL Quality Management System

Doc No: DTL-QA-PRO-0003 **Version:** 1.0 — Apr 2026 **Review:** Apr 2027
Owner: Annelize Van Tonder (Cost Controller)

Purpose: Describes how measuring and test equipment is calibrated and controlled so measurements are accurate and traceable.

1 · Purpose & Scope

Describes how measuring and test equipment is calibrated and controlled so measurements are accurate and traceable.

2 · Process

1. register all measuring and test equipment on the Calibration Register;
2. calibrate each item per the schedule and the relevant standard;
3. label each item with its calibration status and next-due date;
4. quarantine and tag out any out-of-calibration equipment;
5. record calibrations and certificates on the Calibration Register.

3 · Responsibilities

- **Directors** — endorse and provide oversight.
- **Cost Controller / Management** — apply and maintain the records.
- **Workers & contractors** — follow and report non-conformances.

4 · References

- DTL-QA-REG-0002 Calibration Register

Approval

Approved for issue

Tyson Knight — Director
27 May 2026

1.0 · Apr 2026 · Initial issue (new document) · A. Van Tonder