



**Nova Southeastern University
Standard Operating Procedure for GCP**

Title: <u>Calibration of Equipment</u>		Version # 1
SOP Number: OCR-RDM-007	Effective Date: August 2013	Page 1 of 2

PURPOSE: Some instruments and equipment (e.g. sphygmomanometers, spirometers, fridges, scales) require regular maintenance calibration to ensure that they perform correctly. Calibration records should be maintained and available for inspection.

POLICIES:

1. For equipment such as ECGs, Thermometers, Blood Pressure machines and X-Rays : in The Center/College setting, these types of equipment are usually serviced and/or calibrated on a yearly basis by either maintenance, a contractor, or the manufacturer, and have a sticker placed on the equipment that is initial and dated. The schedules for the maintenance and/or calibration should be maintained by the Center/College.
 - 1.1 A sticker placed on the equipment that is dated and initialed should be sufficient. The stickers usually have the next date the equipment is to be serviced.
2. If specific criteria were identified in the protocol or study manual for equipment it would be expected that a check would be conducted for calibration and/or maintenance according to the protocol/ manual. For example, the protocol may identify a specific speed for the centrifuge or angiograph equipment that may require that specific grid criteria are identified as well.
3. Machine calibration records and performance data should be maintained in binder or kept on file and must be available for inspection or review. This binder or file should include:
 - 3.1 Have a written schedule for performing maintenance and calibration activities;

- 3.2 document the maintenance activities including the date and individual(s) performing the maintenance activity and the date and individual(s) conducting the inspections;