

## 7. CALIBRATION CERTIFICATES

A calibration certificate must be issued in all circumstances when a calibration has taken place in compliance with this Code.

The format of a calibration certificate may be adapted to meet the business needs of the user and customer, but as a minimum should contain the following: -

- Name and address of the organisation carrying out the calibration.
- The UKWF logo and statement of compliance with this Code except where stated.
- Name and address of the customer.
- A unique identification to allow the calibration to be traced.
- The name and identification of the authorised person.
- Where the identification is not the person who carried out the calibration, a means of tracing the certificate back to the calibrator must be available.
- The date of the calibration.
- Identification of the weights used.
- A description of the instrument being calibrated e.g. serial number, plant number, and model.
- Location of the instrument, if moving or re-siting the machine is liable to affect the calibration.
- The results of the calibration tests.
- Maximum weighing capacity and scale interval (division size).
- Calibrated range if less than the maximum weighing capacity.
- Tolerances.
- Comments section:
  - If necessary, the notification required by Paragraph 5.7 - Re-verification.
  - A statement of uncertainty if requested by the customer. (For information on determining the uncertainty value, reference should be made to the UKWF Members Handbook.)

### 7.1 Stickers and customer records

A sticker shall be attached to all calibrated instruments that provides traceability back to the organisation calibrating the instrument and includes the date of the calibration and/or the date that the next calibration is due.

To satisfy external auditors/assessors, customers may ask for copies of calibration certificates for test weights. Subject to the commercial terms of the contract between the customer and the calibrating organisation, these shall be supplied if requested.

It is the customer's responsibility to maintain their copies of any certificate/record issued by the calibrating organisation, and additional copies may not always be available. When copies are supplied, this should be subject to the commercial terms of the contract between the customer and the calibrating organisation.