



POLICY AND PROCEDURE MANUAL
DUKE UNIVERSITY HEALTH SYSTEM



Clinical Engineering Policy CE-008

Test Equipment Calibration

POLICY:

All test and measuring equipment utilized in the Clinical Engineering department will be calibrated annually.

PURPOSE:

To ensure all test devices, utilized in the maintenance of the clinical equipment, perform in accordance with the manufacturer's specifications.

PROCEDURE:

- An inventory of all test equipment utilized to maintain the clinical equipment will be kept in the ISIS database. This inventory should list all pertinent information (manufacturer, model & serial numbers, etc.) as well as current calibration dates.
- Inventory will be certified by either the original manufacturer or a company to be NIST traceable .
- Calibration certificates for each piece of test equipment shall be filed in the Clinical Engineering Department.
- The calibration certificates will be made available for any inspection agency representatives as well as hospital personnel during normal working hours.

Reviewed: November 2001, January 2004, January2007

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