



BEST PRACTICES CHARTER

All employees carrying out calibration services are required to commit to the Trescal Golden Rules.

I commit to:

- 1** Undertake Trescal's commitments, based on client needs for accredited or non-accredited traceable calibration / testing services, by:
 - > Following Trescal procedures or specific standards
 - > Completing related documents including customer specific documentation
 - > Adhering to all customer operation and process requirements while onsite
 - > Respecting agreed turnaround time
- 2** Ensure **that I am authorized** to perform the calibration in the relevant parameters, and if I am not then refer to my line manager.
- 3** Select the **appropriate working procedure** or automated program, and if they are missing then refer to my line manager.
- 4** **Identify the test equipment and the other technical resources** specified by the procedure. Ensure the equipment is calibrated and in full working order.
- 5** **Ensure that the environmental conditions** e.g. temperature, humidity, pressure, gravity, etc. comply with the specifications defined by parameter, nature of work, etc. If they do not, I refer to my line manager.
- 6** **Carry out the service** in accordance with the general procedures:
 - > Preparation of resources
 - > Technical operations and data management
- 7** **Issue and file** the documents:
 - > Calibration certificates, inspection or testing reports, etc. according to quality procedures and contractual commitments
 - > By recording original data and measurements found out of tolerance (before adjustment or repair)
- 8** **Complete the operation** or procedure with:
 - > Final control and recording of the technical and industrial data on the designated IT system(s)
 - > Activity report for in situ work
 - > Appropriate calibration labels, other suitable labels, seals, etc.
 - > Final cleaning of the equipment

I hereby agree to respect and uphold this charter.

Name:

Date:

Signature: