



QUALITY DOCUMENTS

W.I. NUMBER 04

CONTROL CHECKS OF MPI UNITS
AMMETERS



This document forms an integral part of the Company Quality system, and adherence to the requirements specified within are mandatory upon all Company personnel and upon any subcontractor required to work in accordance with it.

This is a controlled document and must not be altered in any way without authorisation from the Company Quality Manager.

Issued by:

Title: Quality Manager

Date: 01.07.15

Authorised / Approved by:

Title: Co-Managing Director

Date: 01.07.15



DOCUMENT AMENDMENTS AND UPDATES

Date Amended	Section Amended	Amendment made	Name of person inserting change
01.07.15	5.1	Serial number changed	S. Young

Changes are hi-lighted

Copies of this document are sent to PCN/BINDT & Lavender Greece.

CONTENTS

1	Scope
2	Responsibilities
3	Objectives
4	Applicable Documents
5	Equipment used for Calibration
6	Frequency of Calibration & Control Checks
7	Training and Qualification
8	Administration
9	Method
10	Status Labelling
Appendix 1	Bench Unit Control Checks



1.0 **SCOPE**

This procedure describes the requirements to ensure ammeters used within Lavender International Test Centre incorporated in the magnetising units are supplying the correct current value by using a reference ammeter in accordance with the British Standards.

2.0 **RESPONSIBILITIES**

- 2.1 The Quality Manager has the responsibility for the control and amendments made to this Works Instruction in accordance with QP 9 Document Control.
- 2.2 It is the responsibility of Level 3 staff to ensure that persons working to this instruction are suitably trained and certified.

3.0 **OBJECTIVES**

The main objective is to ensure that the correct values of current are being used for magnetisation and that these currents are correctly verified by ammeters calibrated to National Standards.

4.0 **APPLICABLE DOCUMENTS**

BS 6072

BS EN ISO 9934

QP7: Calibration and Control of Test and Measuring Equipment.

5.0 **EQUIPMENT USED FOR CALIBRATION**

- 5.1 Johnson and Allen Clip on Ammeter 900107MLF (20050807887 used at TQCC, 7035085 used at Lavender Houston & 02600577 used at Lavender Perth).

- 5.2 The Clip on Ammeter shall be calibrated at 12 monthly intervals by a suitably accredited organisation using equipment that is traceable to National Standards.

- 5.3 Certificates of calibration will be maintained in the Company file.

6.0 **FREQUENCY OF CALIBRATION & CONTROL CHECKS**

These control checks shall be carried out every 3 months internally or after any repair and the results recorded on record form QD 148 Bench Unit Control Check (Appendix 1). External calibration to be carried out every 12 months or after any external repair.



7.0 TRAINING AND QUALIFICATION

- 7.1 All personnel who carry out these checks must have attended a Training Course which shows successful completion and a certificate awarded.
- 7.2 Training and Certification of the personnel mentioned in 7.1 is carried out by a PCN or ASNT Level 3.
- 7.3 The records of all personnel certified to carry out the control checks of Ammeters on MPI units must be retained by administration indefinitely.

8.0 ADMINISTRATION

- 8.1 It is the responsibility of the Quality Manager to ensure that the control checks are carried out by a suitably qualified operator and that all such records are kept up to date.

9.0 METHOD

- 9.1 Switch on MPI unit.
- 9.2 Connect contact heads on bench unit with a suitable bar sample.
- 9.3 Set current at amperages of 500, 1000, 1500 (or the maximum for each individual machine).
- 9.4 Clip Ammeter around cable carrying current.
- 9.5 Compare readings.
- 9.6 Repeat throughout the scale of the ammeter.
- 9.7 The equipment meter recordings shall not deviate by more than $\pm 10\%$ of the full scale relative to the actual current values shown on the test meter.

10.0 STATUS LABELLING

- 10.1 The equipment shall be marked with a sticker showing the date of control check and the next due date.



APPENDIX 1
BENCH UNIT CONTROL CHECKS

Date	Model	Serial Number

Setting (Amps)	Actual Result	Accept/ Reject	Sign or Stamp
500			
1000			
1500			
Max if Applicable			

Comments	
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