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|  ISO 9001-2008 PROCEDURE | PROCESS OWNER Director of Engineering | | | |
| PROCEDURE TITLE: Control of Measurement Devices | DOCUMENT NUMBER: ISO_7-6 | REVISION LEVEL: Final Draft | REVISION DATE: 04/07/2009 | Approval: Managing Director |

Purpose/Scope:

This procedure describes requirements for controlling and maintaining measurement devices used for WCRC road projects and other road maintenance processes.

Responsibility:

The Director of Engineering is responsible for ensuring that all measurement devices used in road projects and maintenance are properly maintained, are accurate and calibrated as necessary to meet measurement precision and accuracy requirements.

ISO 9001:2008 Reference: 7.6 - Control of Monitoring and Measurement Devices

Procedure:

- 1.0 In the course of planning, executing and monitoring road projects and road maintenance, certain measurement devices are necessary to achieve the intended outcomes. The scope of these devices includes the following:
 - WCRC Capital Improvement Plan
 - MDOT Local Agency Programs Project Planning Guide
 - MDOT Standard Specifications and Construction Manual

- 2.0 Each device is uniquely identified with a serial number for traceability. The device serial numbers are maintained on a controlled device list managed by the Engineering Department.

- 3.0 The list includes the following information:
 - Device name or description
 - Device serial number
 - Calibration requirements

- 4.0 A schedule is maintained for periodic calibration of measurement and testing devices used for inspections and testing related to a road construction or maintenance project.

- 5.0 Records of calibrations done internally or by an externally subcontracted source are maintained.