

Calibration Database User Guide

Abstract

This database was created to manage calibrated tools, the calibration schedule of the tools and record calibration history, results and out-of-tolerance conditions. It is designed in Microsoft Access 2000, and can be run using Microsoft Access 2000, 2002, 2003, and 2007. It is open source but has the following terms and conditions of use:

END-USER LICENSE AGREEMENT FOR MICROSOFT SOFTWARE IMPORTANT—READ CAREFULLY:

- 1) This Calibration database is a software application developed by Database Providers, San Diego, CA, and Accufast Consulting, Gold Canyon, AZ and protected under the copyright laws. The use of this application is granted in the form of an End-User Licensing Agreement ("EULA"). This software is intended for use of the registered user (purchaser), and will not be sold, copied, or redistributed in any manner, or in any capacity, without the written consent of Database Providers or Accufast Consulting.
- 2) This software is intended to be used in the environment for which it was purchased for.
- 3) Single-Use version is intended for an installation on one computer, and only one simultaneous user. Multi-User Versions are intended for use in a client/server environment and the number of simultaneous users is limited to the numbers of users purchased.
- 4) While this product is labeled as open-source, the purchaser is limited to making changes as long as those changes do not change the licensing agreement, number of simultaneous users, or environment which the product was purchased for.
- 5) Limitation of Liability - To the maximum extent permitted by applicable law, Database Providers, Accufast Consulting and its principles, shall not be liable for any damages whatsoever (including without limitation, damages for loss of business profits, business interruption, loss of business information or other pecuniary loss) arising out of the use or inability to use this software. Due to the nature of the software provided, Database Providers and Accufast Consulting's entire liability under any provision of this EULA shall be limited to the amount actually paid by you for the Software. These limitations do not apply to any liabilities that cannot be excluded or limited by applicable laws.
- 6) TERMINATION. Without prejudice to any other rights, Database Providers may terminate this EULA if you fail to comply with the terms and conditions of this EULA. In such event, you must destroy all copies of the Software and all of its component parts.

Features:

- ✓ Customizable so that your company information is shown, including your company logo. See Company Info under Setup Information.
- ✓ Easy Migration throughout the database through its Main Menu.
- ✓ Unlimited number of facility locations, departments and/or workcenters can be added to help identify the location of the calibrated tools primary usage.
- ✓ Unlimited number of calibration personnel can be added (the responsible party for performing the maintenance or coordinating the outside calibration service). The personnel listed can be a subcontractor, business or individual, with flag to identify the party as such.
- ✓ Unlimited number of tools and tool types can be managed. Links to pictures of the tool can also be added to help identify the tool.
- ✓ Function to import current tool list into this database.
- ✓ Classify tools based on its critical nature of the business – A (critical), B (less critical), C (least critical)
- ✓ Define the calibration requirements for each tool.
- ✓ Record the calibration results, and any out-of-tolerance conditions and actions.
- ✓ Automated E-Mail Notification alerts are sent out to the responsibility parties listing calibration that is past due, and for all upcoming calibration in 30 and 60 days.
- ✓ Microsoft Outlook and SMTP mail servers supported for email functionality.
- ✓ Several standard reports are included. All reports can be filtered by any combination of facility, department, work center, machine category, etc.
 - a. Tool Listing
 - b. Tool Calibration History
 - c. Tool Calibration Overdue
 - d. Tool Calibration Due in 30 Days
 - e. Tool Calibration Due in 60 Days

Main Menu
Startup Screen

Calibration Database - Multi-User - v3.0 - Access 2007

YOUR COMPANY LOGO

Your Company Name Here
Your Company Address
Your Company Additional Address
Comp City, State Zip
000-000-0000
000-000-0001
www.{yourcompany.com}

[Quit Application](#)

Calibration / Tool Database

<u>Setup Information</u>	<u>Tool Types</u>	<u>Reports</u>
Company Info	View Tool Types / Work Instructions	Calibration Requirements - Next 30 Days Calibration Requirements - Next 60 Days Tool Calibration History Tool Listing Tools With Calibration Overdue
Facility Info	<u>Tool List</u>	Alerts There are 1 tools / equipment with expired calibration.
Calibration Personnel Info	View Tool List	
Import Tool List	<u>Calibration Log / History</u>	
Automated EMail Setup	Log Calibration Records / View Calibration History	
Data File	<u>EMail Notification</u>	
Calibration Procedure	Send EMail Notification	

Features:

- ✓ Customizable so that your company information is shown, including your company logo. See Company Info under Setup Information.
- ✓ Go to any specific area of this application from this main menu.
- ✓ Visible Alerts for overdue calibration, calibration due in next 30 days and tools in the calibration process.

Company Info

Calibration Database - Multi-User - v3.0 - Access 2007

YOUR COMPANY LOGO

Your Company Name Here
Your Company Address
Your Company Additional Address
Comp City, State Zip
000-000-0000
000-000-0001
www.{yourcompany.com}

Quit Application

Calibration / Tool Database

Setup Information	Tool Types	Reports
Company Info	View Tool Types / Work Instructions	Calibration Requirements - Next 30 Days Calibration Requirements - Next 60 Days Tool Calibration History Tool Listing Tools With Calibration Overdue
Facility Info	Tool List	
Calibration Personnel Info	View Tool List	
Import Tool List	Calibration Log / History	
Automated EMail Setup	Log Calibration Records / View Calibration History	Alerts There are 1 tools / equipment with expired calibration.
Data File	EMail Notification	
Calibration Procedure	Send EMail Notification	

Company Info

Company	Your Company Name Here	Back To Main	
Address	Your Company Address		
Address Cont'd	Your Company Additional Address		
City / State / Zip	Comp City	State	Zip
Website	www.{yourcompany.com}		
Telephone	000-000-0000		
Fax	000-000-0001		
Path to Company Logo	{YOUR LOGO PATH HERE}	Browse...	

Features:

- ✓ Used to customize main menu, and can also be used to add confidentiality clauses and logos to reports.

Facility Info

Calibration Database - Multi-User - v3.0 - Access 2007

YOUR COMPANY LOGO

Your Company Name Here
 Your Company Address
 Your Company Additional Address
 Comp City, State Zip
 000-000-0000
 000-000-0001
 www.{yourcompany.com}

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Calibration / Tool Database

<p>Setup Information</p> <p>Company Info</p> <p>Facility Info</p> <p>Calibration Personnel Info</p> <p>Import Tool List</p> <p>Automated EMail Setup</p> <p>Data File</p> <p>Calibration Procedure</p>	<p>Tool Types</p> <p>View Tool Types / Work Instructions</p> <p>Tool List</p> <p>View Tool List</p> <p>Calibration Log / History</p> <p>Log Calibration Records / View Calibration History</p> <p>EMail Notification</p> <p>Send EMail Notification</p>	<p>Reports</p> <p>Calibration Requirements - Next 30 Days Calibration Requirements - Next 60 Days Tool Calibration History Tool Listing Tools With Calibration Overdue</p> <p>Alerts</p> <p style="color: red;">There are 1 tools / equipment with expired calibration.</p>
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Facility Information				
Back To Main				
Facility Listing				
Name	Address	Contact	Tel	Fax
<ADD NEW FACILITY>				
Facility 4	23456 Anystreet Suite 100, San Diego, CA 92127	Cole Stevens	858-123-4568	cole.stevens@facility4.com
Facility 6	629 Anystreet Suite 100, San Diego, CA 92123	Flint Bass	858-123-4563	flint.bass@facility6.com
Facility 1	12345 Anystreet Suite 100, San Diego, CA 92128	Jim Beam	858-123-4567	jim.beam@facility1.com
Facility 2	45678 Anystreet Suite 100, San Diego, CA 92125	Jon Smith	858-123-4561	jon.smith@facility2.com
Facility 5	562 Anystreet Suite 100, San Diego, CA 92124	Lee Greenwood	858-123-4562	lee.rreenwood@facility1.com
Facility 3	34567 Anystreet Suite 100, San Diego, CA 92126	Smith Barney	858-123-4569	smith.barney@facility3.com
Departments				
Department				
<ADD NEW DEPARTMENT>				
CURE				
FINAL				
FINAL QA				
INSPECT				
QA				
TEST				
Work Centers				
Work Center				
Work Center Description				
<ADD NEW DEPARTMENT>				
ADJ				
ASSY				
QA				
STAGE				
SUB9				
WC				

Features:

- ✓ Add unlimited number of facilities to help identify tool location.
- ✓ Include address, phone, e-mail address and contact information.
- ✓ Each tool can be assigned to a facility, workcenter and/or department.

Calibration Contact Information

Calibration Database - Multi-User - v3.0 - Access 2007

YOUR COMPANY LOGO

Your Company Name Here
 Your Company Address
 Your Company Additional Address
 Comp City, State Zip
 000-000-0000
 000-000-0001
 www.{yourcompany.com}

Calibration / Tool Database

<u>Setup Information</u>	<u>Tool Types</u>	<u>Reports</u>
<input type="button" value="Company Info"/>	<input type="button" value="View Tool Types / Work Instructions"/>	Calibration Requirements - Next 30 Days Calibration Requirements - Next 60 Days Tool Calibration History Tool Listing Tools With Calibration Overdue
<input type="button" value="Facility Info"/>	<u>Tool List</u>	
<input type="button" value="Calibration Personnel Info"/>	<input type="button" value="View Tool List"/>	
<input type="button" value="Import Tool List"/>	<u>Calibration Log / History</u>	
<input type="button" value="Automated EMail Setup"/>	<input type="button" value="Log Calibration Records / View Calibration History"/>	
<input type="button" value="Data File"/>	<u>EMail Notification</u>	<b style="color: red;">Alerts There are 1 tools / equipment with expired calibration.
<input type="button" value="Calibration Procedure"/>	<input type="button" value="Send EMail Notification"/>	

Calibration Contact Info

Double-Click to Add / Update Calibration Contact Info

Name	Phone	Ext	Cell	EMailAddress	Sub
<ADD NEW CALIBRATION PE					No
John Doe	555-1212		555-1213	john.doe@yourcompany.com	No

Features:

- ✓ Add contact information for all personnel responsible for managing and performing calibration on tools and coordinating outside services.
- ✓ Identify Name, Phone, Cell, Email Address, and if it's a subcontractor.
- ✓ Email addresses are mandatory when using the automated e-mail system.

Import Equipment Listing

Calibration Database - Multi-User - v3.0 - Access 2007

YOUR COMPANY LOGO

Your Company Name Here
Your Company Address
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Comp City, State Zip
000-000-0000
000-000-0001
www.{yourcompany.com}

Quit Application

Calibration / Tool Database

<p>Setup Information</p> <p>Company Info</p> <p>Facility Info</p> <p>Calibration Personnel Info</p> <p>Import Tool List</p> <p>Automated EMail Setup</p> <p>Data File</p> <p>Calibration Procedure</p>	<p>Tool Types</p> <p>View Tool Types / Work Instructions</p> <p>Tool List</p> <p>View Tool List</p> <p>Calibration Log / History</p> <p>Log Calibration Records / View Calibration History</p> <p>EMail Notification</p> <p>Send EMail Notification</p>	<p>Reports</p> <p>Calibration Requirements - Next 30 Days Calibration Requirements - Next 60 Days Tool Calibration History Tool Listing Tools With Calibration Overdue</p> <p>Alerts</p> <p style="color: red;">There are 1 tools / equipment with expired calibration.</p>
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Equipment List Import

Import Now **Cancel Import**

Import Instructions:

- 1) Import must be Microsoft Excel Spreadsheet file.
- 2) The Microsoft Excel file must reside in the following location c:\ImportEquipment\.
- 3) File must be called "EquipmentImport"
- 4) Must have column headings in the first row and column headings must be named the following:
EquipmentName, AssetNo, ModelNo, SerialNo, FacilityName, Department, WorkCenter, MachineCategory, FilePathToPicture

Features:

- ✓ Quick feature to import your existing list of calibrated tools into this Calibration database application.
- ✓ Import from Microsoft Excel file
- ✓ Import Equipment Names, Asset No, Model No, Serial No's, Facility Location, Department, Work Center, Machine Category (A – critical, B – less critical, C – least critical), File Path to Picture of Equipment.

Email Setup

Features:

- ✓ Add your Email Account information. This is used by the application to send out automated e-mail notifications of past due, or upcoming calibration requirements.
- ✓ Supports SMTP mail server and Microsoft Outlook for emailing.
- ✓ For the SMTP mail server option, Microsoft CDO configuration is used.
- ✓ Allows for smtp authentication and SSL encryption requirements.
- ✓ Send test e-mail to ensure the settings identified are correct.
- ✓ If Microsoft Outlook is used, check Outlook as the Mail Server Type. No other setup is required.
- ✓ **UPDATE:** Under "Temp Email File Location" add a URL path to a directory which the current user has read/write access to. This directory will be used to store a temporary text file that is used during the email processing. This field is **mandatory** for email processing. Example is "c:\DemoFiles\". Also it is mandatory that the path does not contain spaces, symbols, or other non-alphanumeric data. Underlines are acceptable. Example of an unacceptable path is "c:\Demo Files\". Acceptable is "c:\Demo_Files\".

Calibration Procedure

Features:

In the event a calibration procedure has been created for your organization, it can be linked to the main menu of this calibration database.

- ✓ Add the procedure by clicking on "Calibration Procedure" on the main menu. Then select "Add Procedure Path." Using the Windows browser, browse to the location where the procedure is located and then select "Open.". The **path** to the procedure will be added into the database. **NOTE:** Since the database only stores the path to the file, if the file name changes, or the file is moved, the link will be "broken". In this case, the file can no longer be viewed using the "View Procedure" selection. If the file does change name or location, then simply select "Add Procedure Path" again, and select the file in its new location or with its new name.
- ✓ To view the procedure, simply select the "View Procedure." This will open the procedure in its native format, meaning if the file is a PDF, the PDF viewer installed on the users workstation will be used to view the file.
- ✓ **NOTE:** With the purchase of this calibration database, a calibration procedure is provided that can be used as the calibration procedure for your organization. This procedure was developed by *AccuFastConsulting* and is used within many organizations certified to ISO and AS91000 standards. Your organizations information will need to be added. It may need to be tailored to your organizations specifics and is supplied as a Microsoft Word file for further editing purposes.

Tool Types

Calibration Database - Multi-User - v3.0 - Access 2007

YOUR COMPANY LOGO

Your Company Name Here
 Your Company Address
 Your Company Additional Address
 Comp City, State Zip
 000-000-0000
 000-000-0001
 www.{yourcompany.com}

[Quit Application](#)

Calibration / Tool Database

Setup Information	Tool Types	Reports
<p>Company Info</p> <p>Facility Info</p> <p>Calibration Personnel Info</p> <p>Import Tool List</p> <p>Automated EMail Setup</p> <p>Data File</p> <p>Calibration Procedure</p>	<p>View Tool Types / Work Instructions</p> <p>Tool List</p> <p>View Tool List</p> <p>Calibration Log / History</p> <p>Log Calibration Records / View Calibration History</p> <p>EMail Notification</p> <p>Send EMail Notification</p>	<p>Calibration Requirements - Next 30 Days Calibration Requirements - Next 60 Days Tool Calibration History Tool Listing Tools With Calibration Overdue</p> <p>Alerts There are 1 tools / equipment with expired calibration.</p>

Tool Type Listing

[Back To Main](#)

Tool Type Listing Double-Click To Add / View Tool Type Info

Tool Type
 Calibration Procedure
 Sorting Options
 [View Procedure..](#)

Tool Type	Procedure
<ADD NEW TOOL TYPE>	
Caliper	C:\Procedures\Caliper_Calibration.pdf
Micrometer	C:\Procedures\Micrometer_Calibration.pdf

Features:

- ✓ View of tool types added. Quickly view the tool type calibration work instruction, provided it was added during the process of defining tool types.
- ✓ After selecting a specific tool type, if a calibration work instruction link has been added, the "View Procedure" option is displayed. To view the calibration work instruction, highlight the tool type and select "View Procedure."
- ✓ **NOTE:** With the purchase of this calibration database, calibration work instructions are provided for two of the more popular tool types – calipers and OD micrometers. Also, included is a master work instructions template for use on other tool types in use. These work instructions was developed by *AccufastConsulting* and is used within many organizations certified to ISO and AS91000 standards. Your organizations information will need to be added. It may need to be tailored to your organizations specifics and is supplied as a Microsoft Word file for further editing purposes.

Add Tool Type

To add a new tool type, select "<ADD NEW TOOL TYPE>."

The image shows two screenshots of a software interface. The top screenshot is titled 'Tool Type Listing' and contains a table with two columns: 'Tool Type' and 'Procedure'. The first row is highlighted in black and contains '<ADD NEW TOOL TYPE>' in the 'Tool Type' column and 'Procedure' in the 'Procedure' column. Below this are two rows: 'Caliper' with procedure path 'C:\Procedures\Caliper_Calibration.pdf' and 'Micrometer' with 'C:\Procedures\Micrometer_Calibration.pdf'. The bottom screenshot is titled 'Tool Type Info' and shows a form with three fields: 'Tool Type ID' with '(New)' in a text box, 'Tool Type' with a blue highlighted text box, and 'Procedure Path' with an empty text box. To the right of the 'Tool Type' field are two buttons: 'Add Procedure Path' and 'View Procedure'. A 'Back' button is located in the top right corner.

Enter Tool Type. If a calibration procedure or work instruction has been created for this specific tool type, select "Add Procedure Path." Using the windows browser, find the location of the procedure and select "Open." The **path** to the file will be added into the database. **NOTE:** Since the database only stores the path to the file, if the file name changes, or the file is moved, the link will be "broken". In this case, the file can no longer be viewed using the "View Procedure" selection. If the file does change name or location, then simply select "Add Procedure Path" again, and select the file in its new location or with its new name.

Tool List

Calibration Database - Multi-User - v3.0 - Access 2007

YOUR COMPANY LOGO

Your Company Name Here

Your Company Address

Your Company Additional Address

Comp City, State Zip

000-000-0000

000-000-0001

www.{yourcompany.com}

Quit Application

Calibration / Tool Database

<p>Setup Information</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">Company Info</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">Facility Info</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">Calibration Personnel Info</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">Import Tool List</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">Automated EMail Setup</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">Data File</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">Calibration Procedure</p>	<p>Tool Types</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">View Tool Types / Work Instructions</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">Tool List</p> <p style="text-align: center; border: 2px solid red; padding: 2px;">View Tool List</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">Calibration Log / History</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">Log Calibration Records / View Calibration History</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">EMail Notification</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">Send EMail Notification</p>	<p>Reports</p> <p>Calibration Requirements - Next 30 Days</p> <p>Calibration Requirements - Next 60 Days</p> <p>Tool Calibration History</p> <p>Tool Listing</p> <p>Tools With Calibration Overdue</p> <p>Alerts</p> <p style="color: red;">There are 1 tools / equipment with expired calibration.</p>
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Tool Listing

Filter Options

Tool Type: Facility: Department: Cal Strategy:

Category: Work Center: Calibration Status: Go Remove

Back To Main

Sort By:

Equipment / Tool Listing Double-Click To Add / View / Edit Equipment / Tool Info

Name	Tool Type	Cal Strategy	Status	Cal Due	Cat	Asset No	Tag No	Serial No	Model No	Facility	Work Center	Department
<ADD NEW EQUIPMENT>												
Mitutoyo 293-340 Digital Micrometer 0-1 in F	Micrometer	Ref Only	N/A		A	T0034		23USA234A	293-340	Facility 1	Work Center	Department A
Neiko #01407A 6" Digital Caliper w/ Extra L	Micrometer	Calibrate Before Use	In Calibration		A	T0035		WEUSA345890	01407A	Facility 1		Department A

Features:

- ✓ Shows all of the tools in the database
- ✓ Various ways to filter tool list – Tool Type, Category, Facility, Workcenter, Department, Calibration Status, and Calibration Strategy. Any combination can be used. The resultant list of tools satisfies **all** the parameters entered. Select "Go" to apply the filtering. Select "Remove" to remove filter.
- ✓ Sort by any column. Default is by Equipment / Tool. Choose another column by selecting "Sort By."

Calibrated Tool Details

Equipment Listing

ToolID: Active Regularly Calibrated Calibrate Before Use Ref Only [Back To Equipment Listing](#)

Tool Name: Neiko #01407A 6" Digital Caliper w/ Extra Large LCD Screen

Model No: Serial No: Asset No: Tag No:

Category: Type:

Tool Measuring Capabilities:

Display / Measurement Resolution:

Location / Storage / Primary Use Area

Facility: Department: WorkCenter:

Calibration Information

Purchase Date: File Path:

Certified By:

Certified To:

Certification Time: UOM: Next Calibration Due:

Calibration Cycle: UOM: Status:

Calibration Location: IN-HOUSE OUTSIDE OTHER

Calibration Measurements and Requirements

Measurement Strategy	Measurement Used	Calibrated Master Used	Acceptable Tolerance
OD - Jaws ≤10%	0.0630"	(Gage Pin Set) #3	+/-0.001
OD - Jaw ≈50%	3.0000"	(Gage Block Set) #7	+/-0.001
OD - Jaw ≥80%	5.5000"	(Gage Block Set) #7 (3.0000" + 2.5000")	+/-0.001
ID - Depth ≈50%	3.0000"	(Gage Block Set) #7	+/-0.001
OD - Step ≈50%	2.7500"	(Gage Block Set) #7	+/-0.001
ID - Ears ≈50%	3.0000"	(Outside calibrated – Height Master) #16	+/-0.001

Record: 1 of 6 | No Filter | Search

Features:

- ✓ View the details of a particular tool, including picture.
- ✓ Identify Calibration Strategy for the specific tool – Regularly Calibrated, Calibrate Before Use, Ref Only.
- ✓ Identify Tool Name, Serial No, Model No, Facility Location, Department, Work Center, and Active or Inactive, Category, Tool Type, Tool Measuring Capabilities and Tool Display / Measurement resolution.
- ✓ NOTE: After selecting a Tool Type, if a work instruction has been added for the tool type selected, "Click Here to View Work Instruction" will be displayed. Click to open the work instruction.
- ✓ Add any combination of Facility, Department, and Work Center to classify the location of tools primary use area.
- ✓ Identify the purchase date, original certification information of the tool, the recommended calibration cycle, and the calibration location – in-house or and outside calibration service.
- ✓ Add picture of tool by adding file path to the stored picture. Select "Browse". Use Windows browser to select file. They select "Open". The **path** to the file will be added into the database. **NOTE:** Since the database only stores the path to the file, if the file name changes, or the file is moved, the link will be "broken". In this case, the file (image) will no longer be displayed. If the file does change name or location, then simply select "Browse" again, and select the file in its new location or with its new name.
- ✓ Calibration Status is automatically changed within the database. When the current date exceeds a tool's calibration due date, its status is changed to "Expired.", and is marked as "Inactive." When a calibration record is started for a tool, the status is changed to "In Calibration", is marked as "Inactive", and the Next Calibration Due Date is set to blank.

Tool Calibration History

Calibration Database - Multi-User - v3.0 - Access 2007

YOUR COMPANY LOGO

Your Company Name Here
 Your Company Address
 Your Company Additional Address
 Comp City, State Zip
 000-000-0000
 000-000-0001
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Quit Application

Calibration / Tool Database

<p>Setup Information</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">Company Info</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">Facility Info</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">Calibration Personnel Info</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">Import Tool List</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">Automated EMail Setup</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">Data File</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">Calibration Procedure</p>	<p>Tool Types</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">View Tool Types / Work Instructions</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">Tool List</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px; background-color: #ADD8E6;">View Tool List</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">Calibration Log / History</p> <p style="text-align: center; border: 2px solid red; padding: 2px;">Log Calibration Records / View Calibration History</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">EMail Notification</p> <p style="text-align: center; border: 1px solid #ccc; padding: 2px;">Send EMail Notification</p>	<p>Reports</p> <p>Calibration Requirements - Next 30 Days Calibration Requirements - Next 60 Days Tool Calibration History Tool Listing Tools With Calibration Overdue</p> <p>Alerts</p> <p style="color: red;">There are 1 tools / equipment with expired calibration.</p>
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Calibration History Back To Main

Tool Listing
Create New Calibration Record For Selected Tool
Sorting Options

Equipment
 Tool Type
 Cat
 Serial No
 Model No
 Facility
 Workcenter
 Department

Name	Tool Type	Cat	Serial No	Model No	Facility	Work Center	Department
Mitutoyo 293-340 Digital Micrometer	Micrometer	A	23USA234A	293-340	Facility 1	Work Center A	Department A
Neiko #01407A 6" Digital Caliper w/ Caliper	Caliper	A	WEUSA345890	01407A	Facility 1		Department A

Calibration Records

Date of Cal	Location	Cal By	Cal To	Cal Result	Cert Link

Features:

- ✓ Search Tool by various options – Name, Tool Type, Category, Serial No, Model No, Facility, Workcenter, Department
- ✓ Select a specific tool to view calibration Record history.



Calibration Record Entry

To create a new calibration record, select the tool from the list, then select "Create New Calibration Record for Selected Tool".

Calibration History [Back To Main](#)

Tool Listing Create New Calibration Record For Selected Tool

Equipment
 Tool Type
 Cat
 Serial No
 Model No
 Facility
 Workcenter
 Department

Name	Tool Type	Cat	Serial No	Model No	Facility	Work Center	Department
Mitutoyo 293-340 Digital Micrometers	Micrometer	A	23USA234A	293-340	Facility 1	Work Center A	Department A
Neiko #01407A 6" Digital Caliper w/ Caliper	Caliper	A	WEUSA345890	01407A	Facility 1		Department A

Calibration Record

Record ID: Not All Incident Failures Approved. Calibration Result: FAILED [Save / Exit](#)

Tool: [Cancel Record](#)

Date Of Calibration:

Calibration Location: IN-HOUSE OUTSIDE OTHER

Calibrated By: [Add File..](#) [View File..](#)

Calibrated To: Calibration Certificate:

Calibration Cycle: UOM: Next Cal Due:

Calibration Notes:

Measurement Strategy	Measurement Used	Calibrated Master Used	Acceptable Tolerance	Actual	Within Tolerance	Adjusted	Result	Actual After Adjustment
OD - Jaws \approx 10%	0.0630"	(Gage Pin Set) #3	+/-0.001	.0631	Yes	No	Return To Service	N/A
OD - Jaw \approx 50%	3.0000"	(Gage Block Set) #7	+/-0.001	3.003	No	Yes	Return To Service	3.000
OD - Jaw \approx 80%	5.5000"	(Gage Block Set) #7 (3.0000" + 2.5000")	+/-0.001	5.500	Yes	No	Return To Service	N/A
ID - Depth \approx 50%	3.0000"	(Gage Block Set) #7	+/-0.001	2.995	No	Yes	Return To Service	3.000
OD - Step \approx 50%	2.7500"	(Gage Block Set) #7	+/-0.001	2.750	Yes	No	Return To Service	N/A
ID - Ears \approx 50%	3.0000"	(Outside calibrated - Height Master) #16	+/-0.001	3.003	No	Yes	Return To Service	3.000
*								

Record: 1 of 6 [No Filter](#)

Select the Calibration Location, Date of Calibration, Calibrated By, and Calibrated To. Enter Next Calibration Due Date.

Note the calibration requirements setup for each tool is listed. Enter in the Actual measurements, select whether the actual measurement is within the acceptable tolerance. Identify if any adjustments were made and the calibration result for each measurement taken. Also, if adjustment was made, enter the actual measurement **after** adjustment.

NOTE: Calibration Status is automatically changed within the database. When a calibration record is started for a tool, the status is changed to "In Calibration", is marked as "Inactive", and the Next Calibration Due Date is set to blank.

Calibration Record

Record ID: 42 **Not All Incident Failures Approved.** Calibration Result: **FAILED** Save / Exit

Tool: Neiko #01407A 6" Digital Caliper w/ Extra Large LCD Screen

Date Of Calibration: 11/28/2011 Cancel Record

Calibration Location: IN-HOUSE OUTSIDE OTHER

Calibrated By: Jim Dandy Add File.. View File..

Calibrated To: ANSI 10826 Calibration Certificate:

Calibration Cycle: 6 UOM: Months Next Cal Due:

Calibration Notes:

Calibration Measurements / Results View Incomplete Calibration Incident Report

Measurement Strategy	Measurement Used	Calibrated Master Used	Acceptable Tolerance	Actual	Within Tolerance	Adjusted	Result	Actual After Adjustment
OD - Jaws $\leq 10\%$	0.0630"	(Gage Pin Set) #3	+/-0.001	.0631	Yes	No	Return To Service	N/A
OD - Jaw $\approx 50\%$	3.0000"	(Gage Block Set) #7	+/-0.001	3.003	No	Yes	Return To Service	3.000
OD - Jaw $\geq 80\%$	5.5000"	(Gage Block Set) #7 (3.0000" + 2.5000")	+/-0.001	5.500	Yes	No	Return To Service	N/A
ID - Depth $\approx 50\%$	3.0000"	(Gage Block Set) #7	+/-0.001	2.995	No	Yes	Return To Service	3.000
OD - Step $\approx 50\%$	2.7500"	(Gage Block Set) #7	+/-0.001	2.750	Yes	No	Return To Service	N/A
ID - Ears $\approx 50\%$	3.0000"	(Outside calibrated - Height Master) #16	+/-0.001	3.003	No	Yes	Return To Service	3.000

Record: 14 2 of 6 No Filter Search

During the entry of the measurements, any entry outside the acceptable tolerance is considered a calibration failure, and the overall calibration result for this specific calibration event, is identified as "FAILED." Any measurement recorded that falls outside the acceptable tolerance, will automatically create a "Failure" record for the specific calibration event. **NOTE:** Each failed measurement will result in a separate failure record. PER ISO and ASO 9100 requirements, any out of tolerance condition must be recorded and an assessment must be completed that identifies the products whose inspection was completed and passed using the out of calibration tool. This assessment must be completed for **each** failure record as different measurement out-of-tolerance situation may have different product assessment and actions associated with it.

In the above example, three incident failure records will be created. To view the failure and assessment information, *click on the failed line item*, then select "View Failed Calibration Incident Info."

Calibration Record

Record ID: 42 **Not All Incident Failures Approved.** Calibration Result: **FAILED** Save / Exit

Tool: Neiko #01407A 6" Digital Caliper w/ Extra Large LCD Screen

Date Of Calibration: 11/28/2011 Cancel Record

Calibration Location: IN-HOUSE OUTSIDE OTHER

Calibrated By: Jim Dandy Add File.. View File..

Calibrated To: ANSI 10826 Calibration Certificate:

Calibration Cycle: 6 UOM: Months Next Cal Due:

Calibration Notes:

Calibration Measurements / Results View Incomplete Calibration Incident Report

Measurement Strategy	Measurement Used	Calibrated Master Used	Acceptable Tolerance	Actual	Within Tolerance	Adjusted	Result	Actual After Adjustment
OD - Jaws $\leq 10\%$	0.0630"	(Gage Pin Set) #3	+/-0.001	.0631	Yes	No	Return To Service	N/A
OD - Jaw $\approx 50\%$	3.0000"	(Gage Block Set) #7	+/-0.001	3.003	No	Yes	Return To Service	3.000
OD - Jaw $\geq 80\%$	5.5000"	(Gage Block Set) #7 (3.0000" + 2.5000")	+/-0.001	5.500	Yes	No	Return To Service	N/A
ID - Depth $\approx 50\%$	3.0000"	(Gage Block Set) #7	+/-0.001	2.995	No	Yes	Return To Service	3.000
OD - Step $\approx 50\%$	2.7500"	(Gage Block Set) #7	+/-0.001	2.750	Yes	No	Return To Service	N/A
ID - Ears $\approx 50\%$	3.0000"	(Outside calibrated - Height Master) #16	+/-0.001	3.003	No	Yes	Return To Service	3.000

Record: 14 2 of 6 No Filter Search

Fill out this form completely and with enough information to show evidence the assessment was made, and the actions that were taken as a result of the assessment. **NOTE:** Under Details of Out-of-Tolerance Event, the expected measurement value, actual measurement and the acceptable tolerance is added automatically to define the out-of-tolerance issue.

NOTE: When all failed incidents reports have been approved, (i.e. name, initials, or some form of entry is made within the "Approval of Incident Closure" is entered), the Next Calibration Due Date field is enabled permitting a user to enter a date, and a message box is displayed as a reminder to add the date of the next calibration. After entering a date, the tools Calibration Status is automatically set to "Calibrated", is marked as "Active", and the Next Calibration Due Date is stored.

If the tool usefulness is reduced to a reference only status, this can be completed by changing the tools calibration strategy to "Ref Only" and mark as Active. After this change, the Next Calibration Due Date remains blank, and the Calibration Status is automatically changed to "N/A."

If the tool is removed from service permanently, but its calibration records need to be kept for historical purposes, change the tools calibration strategy to "Ref Only", and mark as Inactive. After this change, the Next Calibration Due Date remains blank, and the Calibration Status is automatically changed to "N/A."

Email Overdue and Upcoming Calibration Requirements

Calibration Database - Multi-User - v3.0 - Access 2007

YOUR COMPANY LOGO

Your Company Name Here
Your Company Address
Your Company Additional Address
Comp City, State Zip
000-000-0000
000-000-0001
www.{yourcompany.com}

Quit Application

Calibration / Tool Database

Setup Information	Tool Types	Reports
<p>Company Info</p> <p>Facility Info</p> <p>Calibration Personnel Info</p> <p>Import Tool List</p> <p>Automated EMail Setup</p> <p>Data File</p> <p>Calibration Procedure</p>	<p>View Tool Types / Work Instructions</p> <p>Tool List</p> <p>View Tool List</p> <p>Calibration Log / History</p> <p>Log Calibration Records / View Calibration History</p> <p>Email Notification</p> <p>Send EMail Notification</p>	<p>Calibration Requirements - Next 30 Days Calibration Requirements - Next 60 Days Tool Calibration History Tool Listing Tools With Calibration Overdue</p> <p>Alerts</p> <p>There are 1 tools / equipment with expired calibration.</p>

Features:

- ✓ Click this to send out an automated email that will list all tools with overdue calibration, tools with calibration due in the next 30 and 60 days.

Standard Reports
Several reports available

Reports

- Calibration Requirements - Next 30 Days
- Calibration Requirements - Next 60 Days
- Tool Calibration History
- Tool Listing
- Tools With Calibration Overdue / In Calibration

Samples of Report Criteria and Reports

Calibration Due - Next 30 Days

<u>Calibration Due Date</u>	Model No	Serial No	Facility	Department	Calibration Locatio	Due Date
Tool / Equipmen				Work Center:		
12/1/2011						
Mitutoyo 293-340 Digital Micrometer 0-1 in Ratchet	293-340	23USA234A	Facility 1	Department A		12/1/2011
				Work Center A		

Calibration Due - Next 60 Days

<u>Calibration Due Date</u>	Model No	Serial No	Facility	Department	Calibration Locatio	Due Date
Tool / Equipmen				Work Center:		
12/1/2011						
Mitutoyo 293-340 Digital Micrometer 0-1 in Ratchet	293-340	23USA234A	Facility 1	Department A		12/1/2011
				Work Center A		

Report Criteria

Filter Report By Any Combination of the following, or leave blank for no filtering

Select Tool / Equipment

Select Facility

Select Work Center

Select Department

Enter Date Range From To

Select Category

Tool List

<i>Name</i>	<i>Tool Typ</i>	<i>SerialNo</i>	<i>ModelNo</i>	<i>Category</i>	<i>Active</i>	<i>WorkCenter</i>	<i>Department</i>	<i>Facility</i>
Mitutoyo 293-340 Digital Micrometer 0-1 in Ratchet	Micrometer	23USA234A	293-340	A	Yes	Work Center A	Department A	Facility 1
Neiko #01407A 6" Digital Caliper w/ Extra Large LCD Screen	Caliper	WEUSA345890	01407A	A	Yes		Department A	Facility 1

Tool / Equipment Calibration History

<i>Equipment</i>	<i>Tool Type</i>	<i>Serial No</i>	<i>Facility</i>			<i>Department</i>	<i>Workcenter</i>	
<i>Calibration Date</i>	<i>Location</i>	<i>Calibrated By</i>	<i>Calibrated To</i>			<i>Calibration Result</i>		
Neiko #01407A 6" Digital Calip	Caliper	WEUSA345890	Facility 1			Department A		
11/20/2011		J. Doe	ISO/IEC 17025 + P			FAILED		
Measurement	Actual	Acpt Tol	Within Tol	Adjusted	Result	Calibrated Master Used	Calibration Loc	StandardUsed
Jaw - 10% Open	0.5001	+/-0.0001	Yes	No	Return To Service	BLK B002		ISO/IEC 17025
Jaw - 50% Open	3.0001	+/-0.0001	Yes	No	Return To Service	BLK B004		ISO/IEC 17025
Jaw - 90% Open	5.0002	+/-0.0001	No	Yes	Return To Service	BLK B006		ISO/IEC 17025
Depth - 10%	0.4999	+/-0.0001	Yes	No	Return To Service	HLS C004		ISO/IEC 17025
Depth - 50%	2.9999	+/-0.0001	Yes	No	Return To Service	HLS C006		ISO/IEC 17025
Depth - 90%	4.9999	+/-0.0001	Yes	No	Return To Service	HLS C008		ISO/IEC 17025

Automated E-Mail Notification

EMail Setup

Mail Server Type SMTP Server Outlook Exit

SMTP Server:

From:

Domain:

SMTP Auth Login Name:

SMTP Auth Login P/W:

SMTP Server Port:

EMail Server Requires SMTP Authentication

EMail Server Uses SSL Encryption Set EMail Time

Temp EMail File Location:

Test EMail

Send Test EMail

Features:

- ✓ Emails are sent to all persons listed in the Calibration Personnel list.
- ✓ Emails are sorted by Tools with calibration overdue, due in the next 30days and the next 31 to 60 Days.
- ✓ Emails are sent out using the "Scheduled Task" function of Microsoft Windows XP, 2000, Vista, or 98SE. Create a scheduled task to open this preventive maintenance application file. It is recommended that this be run daily, including weekends, be run from a machine that stays on, and has access to send e-mail, and is to be executed at a time where users are not using the database file (i.e. after hours).
- ✓ Once the time for the scheduled task is completed, add the same time selecting the Set Email Time button. Add the time in format like 04:00 AM, or 11:00 PM.

Automated E-Mail Instructions:

- a) This program is designed to send out an automated e-mail indicating overdue Tool Calibration and for all calibration due in next 60 Days.
- b) The E-Mails will be sent to all Calibration Contacts, and is sorted by Overdue, Due in Next 30 Days, and Due in Next 60 Days.
- c) E-Mails will have a subject line of Calibration Notification.
- d) This application is designed to be used in conjunction with a "Scheduled Task" application available on any computer running Microsoft XP, 2000, Vista, or 98SE operating system, has this Calibration database application installed, has a working e-mail account, and is turned on at the time the scheduled task is to be executed.
- e) To execute this process simply create a "Scheduled Task" on the computer that simply opens this file at a specific time. It is recommended that it is completed each day, including weekends, and the notification day may fall on a weekend.
- f) Enter the time below that you have chosen to run the scheduled task.

Automated EMail Time:



Example: 04:00 AM, or 2:00 PM

Example of e-mail

From:
To:
Cc:
Subject: Calibration Notification Email

The following is a list of Tools / Equipment whose Calibration is PAST DUE.

Equipment	Cal Due Date
Neiko #01407A 6" Digital Caliper w/ Extra Large LC	4/20/2011
Mitutoyo 293-340 Digital Micrometer 0-1 in Ratchet	11/6/2011

When the multi-user application is purchased, follow these instructions for installation.

- 1) Extract the zip file received when purchased. Four files are included:
 - a. CAL_v{version purchased}_multi-user.mdb (Example: CAL_v30_multi-user.mdb)
 - b. CAL_v{version purchased}_multi-user_be.mdb (Example: CAL_v30_multi-user_be.mdb)
 - c. CAL_v{version purchased}_security.mdw (Example: CAL_v30_security.mdw)
 - d. CAL_v{version purchased}_user_guide.pdf (Simple User Guide)
 - e. CAL_v{version purchased}_shortcut.

On Network Drive:

- 2) Copy file CAL_v{version purchased}_multi-user_be.mdb and CAL_v{version purchased}_security.mdw to a network drive. All users of this application must have access to the network drive and folder where these files reside.

On Workstation:

- 3) Copy file CAL_v{version purchased}_multi-user.mdb to local workstation.
- 4) For Microsoft Access 2002 and 2003 (skip this step otherwise):
 - a. Open Microsoft Access. Do not open any particular access file.
 - b. From Menu, select Tools>Security>Workgroup Administrator.
 - c. Select "Join", then "Browse." Locate the file CAL_v{version purchased}_security.mdw saved in Step 2.
 - d. Select "Open", then select the series of "OK". A message will display upon successful join of the workgroup file.
- 5) For Microsoft Access 2007 users only:
 - a. Open Microsoft Access. Do not open any particular access file.
 - b. Hit "Ctrl" and "G" key together. This will open a Visual Basic window.
 - c. In the Command Window at the bottom of the visual basic window, type DoCmd.RunCommand acCmdWorkgroupAdministrator
 - d. Select "Join", then "Browse." Locate the file CAL_v{version purchased}_security.mdw saved in Step 2.
 - e. Select "Open", then select the series of "OK". A message will display upon successful join of the workgroup file.
 - f. Close Visual Basic Window.
- 6) Open the file copied in Step 3.
- 7) When prompt for user name and password, type the following **user name = "Developer", password = "Developer"**. (The Developer user has full admin rights. Usernames, passwords and user-rights can all be modified through the security menu of user and group permissions.)
- 8) When prompt to reconnect to data tables, select "Yes."
- 9) When prompt to specify a different path for the data tables, select "Yes."
- 10) A browse window will open. Browse to the data file that was stored in Step 2. Select "Open."
- 11) This connects the front-end file to the data file tables.
- 12) Once this step is completed successfully, once, the user can set these messages to not display on future opening. Goto the Main Menu>Setup tab. Select the "Data File" button. Check the "Do Not Prompt to Reconnect at Startup." Once checked the user will not be prompt to reconnect at startup, and automatically reconnect to the data file that it was last connected to. In the event the data file location changes, uncheck this, and then the user can reconnect to the data file again at startup.

Setup on Additional Workstations:

To install on additional workstations, follow these instructions:

- a) Copy the original workstation file after completion of setup, and save the file on all additional workstations.
- b) On each additional workstation, and before the file in step (a) is opened, join the workgroup file by following Steps 4 thru 7 above.
- c) Provided Step (a) above is completed, Steps 8 thru 10 have already been performed, so not necessary to repeat. Otherwise, complete Steps 8 thru 10.

Data File Management

Calibration Database - Multi-User - v3.0 - Access 2007

YOUR COMPANY LOGO

Your Company Name Here
 Your Company Address
 Your Company Additional Address
 Comp City State Zip
 000-000-0000
 000-000-0001
 www.{yourcompany.com}

Quit Application

Calibration Database

Setup Information	Tool Types	Reports
<p>Company Info</p> <p>Facility Info</p> <p>Calibration Personnel Info</p> <p>Import Tool List</p> <p>Automated EMail Setup</p> <p style="border: 2px solid red; padding: 2px;">Data File</p>	<p>View Tool Types / Procedures</p> <p>Calibrated Tool List</p> <p style="border: 1px dashed gray; padding: 2px;">View Calibrated Tool List</p> <p>Calibration Log / History</p> <p>Log Calibration Records / View Calibration History</p> <p>E-Mail Notification</p> <p>Send EMail Notification</p>	<p>Alerts</p> <p>Calibration Requirements - Next 30 Days Calibration Requirements - Next 60 Days Equipment Listing Equipment Maintenance History Equipment With Calibration Overdue</p>

Data File Location

Add New Data File

Change Data Files

Delete Data File Link

Back To Main

Do Not Ask To Reconnect At Start Up

Data File Links:

Data File Name	Path To Data File	Current Link
DataFile1	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>	Yes

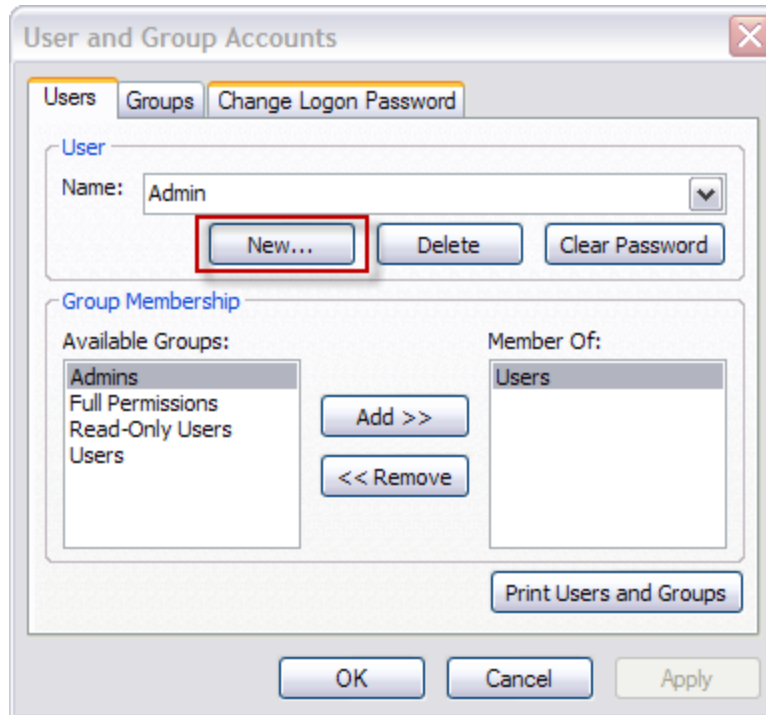
- ✓ **NOTE:** This section only applies to the multi-user version.
To add new data file, and link to the new data file, select "Add New Data File".
- ✓ To delete a data file link, select "Delete Data File Link". NOTE: This only deletes the path to the data file. It does not delete the data file itself.

Adding Additional Users

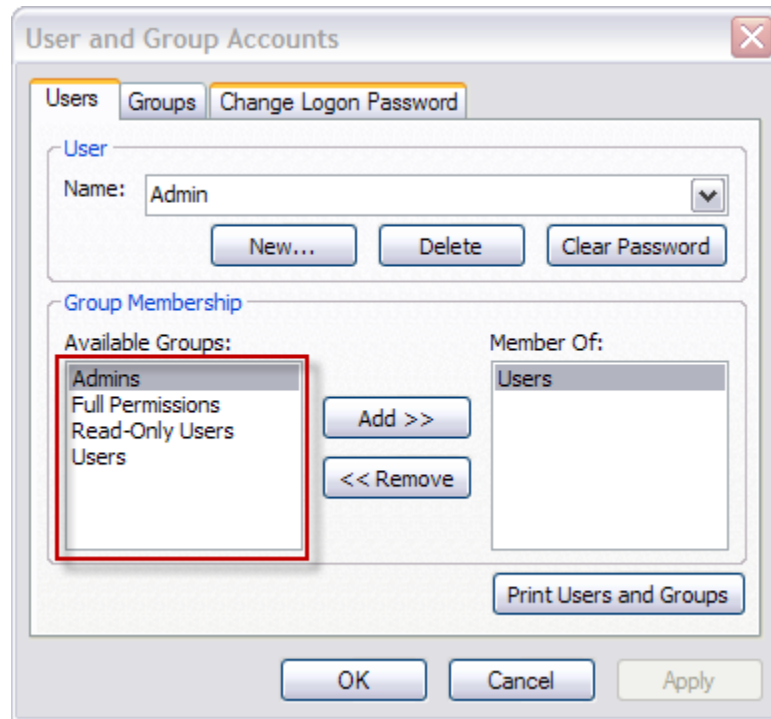
NOTE: This section only applies to the multi-user version.

Use the User-Level Security Wizard to add new users, user groups, and to assign user and group level rights. Example of how to add users is as follows:

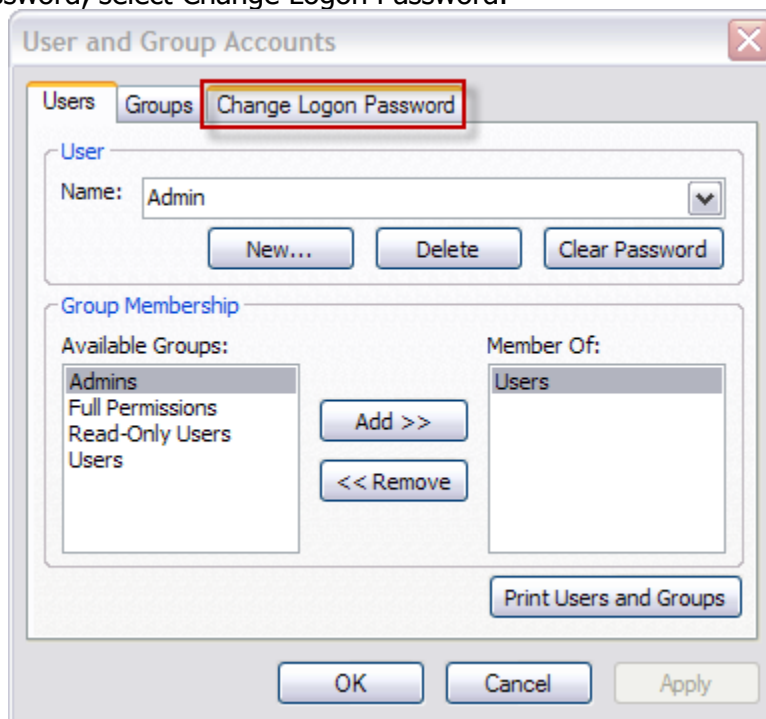
- 1) Select Tools>Security>User and Group Accounts.
- 2) Select "New".



- 3) Add a user name and PersonalID. The name used is the user name that will be used to login. Password is initially blank.
- 4) Assign user to one of the available groups listed.



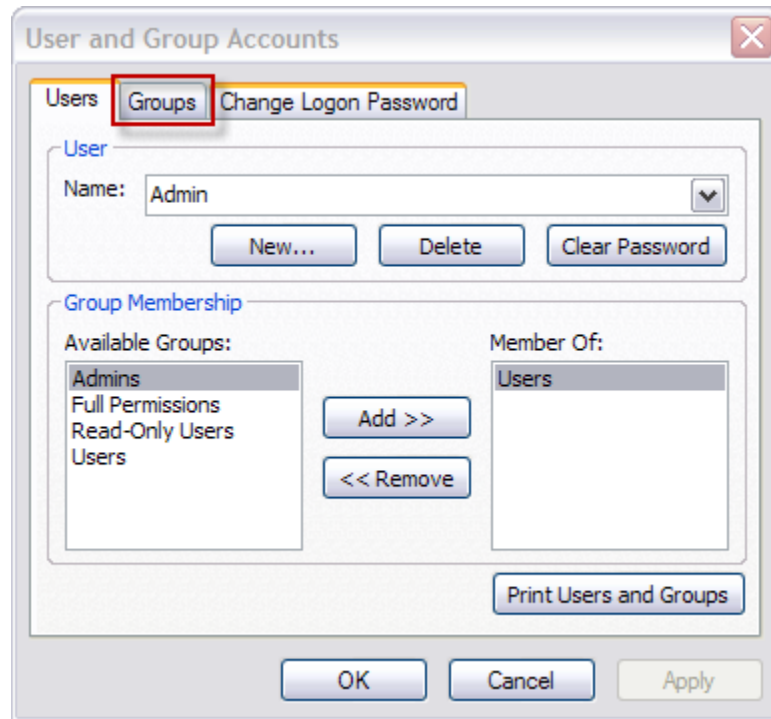
5) To add a user password, select Change Logon Password.



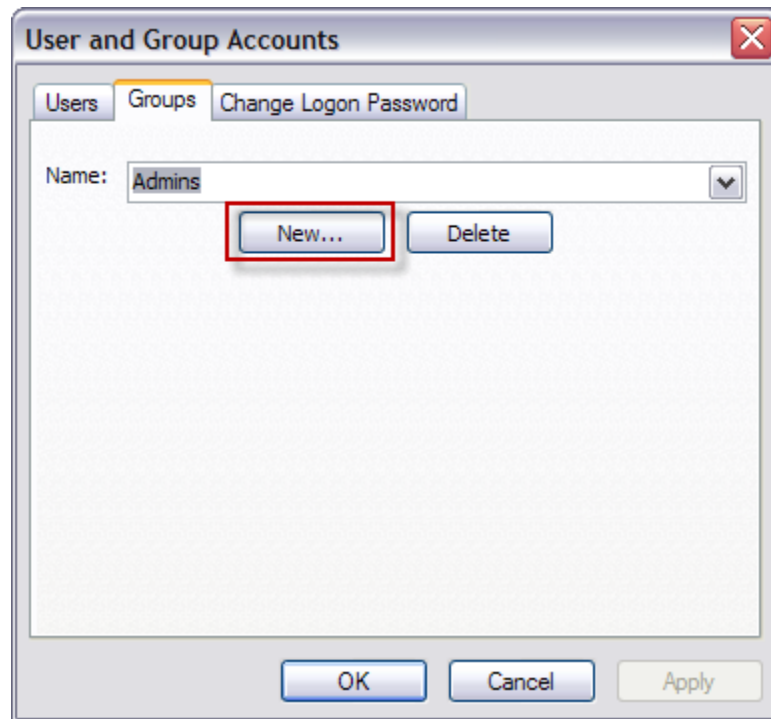
6) Continue this process for each additional user.

Example of how to add new groups is as follows:

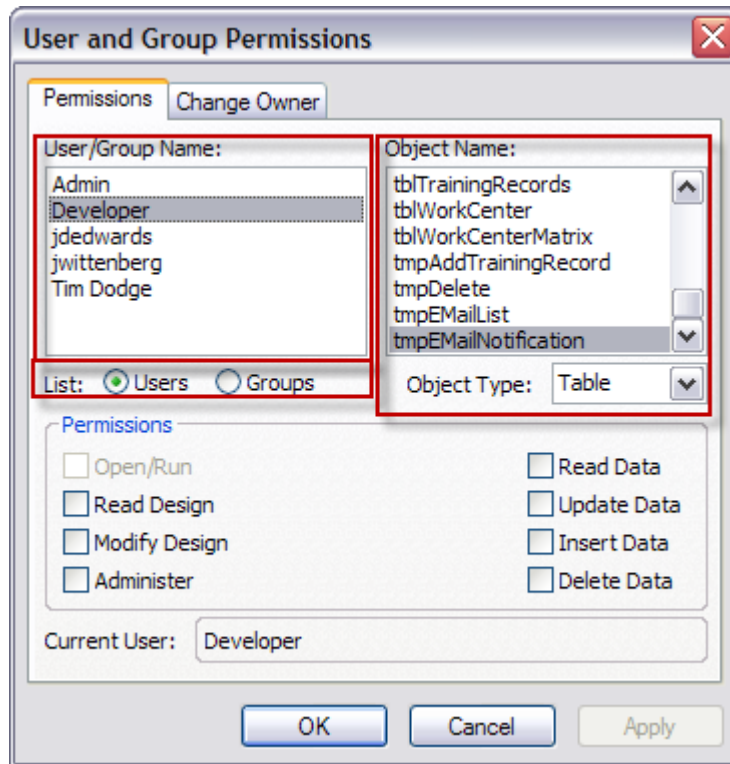
7) To add additional groups to listing, select Tools>Security>User and Group Accounts, then select "Groups."



8) Select "New".



9) To view user rights and group rights, select Tools>Security>User and Group Permissions.



- 10) To view each user permissions, select the user, then select the object type, then scroll down the list of objects to view permissions. To change permission settings, simply check to add permission and uncheck to remove permission listed.
- 11) To view each group permission, select the group, then select the object type, then scroll down the list of objects to view permissions. To change permission settings, simply check to add permission and uncheck to remove permission listed.

Microsoft added additional security measures into the release of Access 2007. When this application is opened in a Access 2007 environment, there will be various security warnings that will display upon opening. To remove these warnings, the front-end file must be stored in a directory that can be set up as a "trusted location."

After copying the front-end file to a location on a users workstation (c:drive), perform the following actions below. This is a one-time setup provided that the front-end file remains in the location that is added below.

- 1) Open Microsoft Access 2007, goto to the Office Button (top left) and select "Access Options" in the bottom right. On left side, select "Trust Center", then "Trust Center Settings" on the right.
- 2) On left side, select "Trusted Locations". Select "add new location". Browse to the directory where the front-end file is located and select OK, then OK to trust that directory.

The above process establishes a "trusted location", meaning that every Microsoft file that you store in this directory is considered "trusted", and the security messages for those files are not displayed when opening.