

Guidance Document

G1165 Calibration of Survey Equipment

Issue No.: A1

Issue date: March 2012
Review date: March 2015

MAYOR OF LONDON



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1 Purpose

The purpose of this Guidance is to ensure that all appropriate survey equipment utilised by the London Underground Survey Team is calibrated and issued in a controlled and standardised manner.

2 Scope

This Guidance applies to calibrated survey equipment maintained and operated by the London Underground Survey Team.

3 Responsibilities

The Survey Section is responsible for:

- Maintaining records of in-house calibration, equipment fault reports and external calibration certificates within the Equipment Calibration Record File.
- Ensuring that optical and electronic measuring instrumentation (total stations, levels etc) are sent for external servicing and calibration at the prescribed intervals.
- Maintaining and updating the asset list and monitoring the equipment loan process.

4 METHOD

4.1 CALIBRATION GENERAL

The calibration record forms part of the asset and equipment record and the listing is updated as new information is forthcoming. The record lists frequency, date of tests and re-tests, and certificate number. If an item of equipment is withdrawn from service or destroyed, its asset number will not be re-used.

The listing shall be checked weekly to determine those items that are about to fall due for calibration. Any such item of equipment identified shall be recalled so that re-calibration can be arranged.

Records of in-house calibration and certification are filed in the Equipment Calibration Record File with individual sections for each instrument. Records for ancillary items are filed in a general section.