

Public Utilities Commission for the Municipality of Chatham-Kent

Drinking Water Quality Management System

CK PUC Operational Plan

DWQMS Element 17 – Measurement and Recording Equipment

Calibration and Maintenance

Purpose

This Policy outlines the process by which the Public Utilities Commission for the Municipality of Chatham-Kent (C-K PUC) calibrates and maintains measurement and recording equipment.

Scope

This Policy applies to all measurement and recording equipment used by the C-K PUC and all personnel with responsibilities related to this equipment.

Policy

1.0 Performance of Calibration and Maintenance

- 1.1 The C-K PUC shall document a procedure identifying the calibration and maintenance of measurement and recording equipment.
- 1.2 Calibration and maintenance is performed either in-house or by the manufacturer or contractor, in accordance with relevant legislative requirements and/or manufacturer's specifications.

2.0 Associated Forms, Procedures, Work Instructions

- Calibration Procedure

3.0 Records

- C-K PUC Calibration Tracking Spreadsheet
- C-K PUC Operator Calibration Form