

	QMS Operational Plan	Revision Date:	July 30, 2026	
	Element 17	Revision:	9	
	Measurement and Recording Equipment Calibration and Maintenance	Approved:	QMS Rep	
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1. Purpose/Objectives

To document a procedure for the calibration and maintenance of measurement and recording equipment

2. Procedure

- 2.1. Work orders are generated monthly for Portable hand held analyzers to be checked and recalibrated if required within tolerances listed in O.Reg 170. Calibration standards and the results are to be documented on the appropriate Calibrations sheets (Form OP-E17-1 Calibration Readings) as well as on the corresponding work order. Operators are to ensure that the lot number and expiration date of each standard are correct on both the work order and Form OP-E17-1. They will be calibrated at the Veolia Water office; the work orders will be kept in a binder at the Veolia Water Canada Wingham office, where they will be stored.
- 2.2. On line analyzers are to be checked weekly during routine microbiological sampling events with portable units to verify accuracy using comparative calibrations, and calibrated within tolerances listed in O.Reg.170 as required. Results are to be documented on the monthly data sheets. The Monthly data sheets are stored on site until the month expires and are then transferred to the appropriate binder at the Veolia Water office.
- 2.3. Additionally, on-line analyzers and portable units are checked with an independent instrumentation contractor annually to verify accuracy of analysis, signal output SCADA trending and data logs. The Calibration Certificates are stored in accordance with OP-E5 Documents and Records Control Procedures.
- 2.4. All flowmeters, required by regulation are calibrated annually by an independent instrumentation contractor to verify accuracy is within tolerances listed in O.Reg 170. The Calibration Certificates are stored in accordance with OP-E5 Documents and Records Control Procedures.

3. Associated Documents

QMS Overview
 Element 2: OP-E2-1 Policy Statement
 Monthly Calibration Sheets
 OP-E5 Document and Records control
 Element 17: OP-E17-1 Calibration Readings

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Revision History

New Revision	Date of Revision	Summary of Changes	Revised by
9	July 30, 2026	Updated wording for 2.1 and 2.2. Changed "3.0 Appendices" to "3.0 Associated Documents" Added revision history.	Chloë Godfrey