

SUPERIOR TUBE COMPANY, INC.

QUALITY ASSURANCE PROCEDURE		PROCEDURE NO. STCP-2001, REV. 6
SUBJECT:	DELIVERABLES REQUIREMENTS FOR CALIBRATION AND TESTING SERVICES PROVIDED BY ACCREDITED OR NON-ACCREDITED LABORATORIES	PAGE 1 OF 3
		REVISED: 3/21/2025 WRITTEN: 8/27/2024

APPROVED BY: _____
Debra L. Rosenberry, Quality Engineer _____ Date _____

PREPARED AND APPROVED BY: _____
Shannon Solowey, QA & Systems Manager _____ Date _____

APPROVED BY: _____
Ed Kraus, Purchasing Manager _____ Date _____

Signatures on file in
Document Control

1. SCOPE

The purpose of this procedure is to provide direction to calibration and test laboratories regarding deliverables for the provided service. This document shall be referenced in all purchase orders for calibration or test services.

2. REFERENCES

2.1 NEI 14-05A – *Guidelines for the Use of Accreditation in Lieu of Commercial Grade Surveys for Procurement of Laboratory Calibration and Test Services*

3. Requirements

The following information is required on each Calibration certificate and/or test services report. STC Technical/Quality personnel (STCP 2000, Addendum) will review, approve, sign name, clock # and date to assure that the certification/report meets the requirements noted in the following table.

Requirement #	Description	Calibration Cert	Lab Test Report
3.1	Title (e.g., "Calibration Certificate or "Calibration Report)	X	X
3.2	Name and address of laboratory and the location where the calibration/test was carried out if different from the address of the laboratory	X	X
3.3	Unique identification of the certificate/report, revision of the cert/report, page#, and the total number of pages.	X	X
3.4	Name and address of customer, STC	X	X
3.5	STC Purchase order #	X	X
3.6	Description and serial/ID # of tool being calibrated	X	
3.7	Requirements (Spec/rev or STC specified)		X
3.8	As found condition of the tool	X	
3.9	Date of calibration/test	X	X
3.10	Identification of Calibration procedure/rev used	X	
3.11	Identification of Analytical/Test procedure/rev used		X
3.12	NIST traceability of the standard(s) utilized during the calibration or traceability to another recognized standard	X	

SUPERIOR TUBE COMPANY, INC.	PROCEDURE NO. STCP-2001, REV. 6
QUALITY ASSURANCE PROCEDURE	PAGE 2 OF 3 3/21/2025
SUBJECT: DELIVERABLES REQUIREMENTS FOR CALIBRATION AND TESTING SERVICES PROVIDED BY ACCREDITED OR NON-ACCREDITED LABORATORIES	

Requirement #	Description	Calibration Cert	Lab Test Report
3.13	Reference to sampling procedure, if applicable		X
3.14	STC Traceability Information (PWO# and/or Heat#)		X
3.15	Laboratory Sample ID#		X
3.16	Any deviation from, addition to, or exclusion from the calibration method.	X	
3.17	Environmental Conditions as applicable	X	X
3.18	As-Left condition of the tool (numerical, physical)	X	
3.19	Calibration Due date	X	
3.20	Statement of measurement uncertainty or % Error	X	
3.21	Limitations of Use	X	
3.22	Additional report items that may be required by related Superior Tube equipment-specific STCPs referenced in the purchase order	X	
3.23	Where relevant, a statement to the effect that the results relate only to the items calibrated.	X	
3.24	Any additional technical and quality requirements, as necessary, based upon a review of the procured scope of services, which may include, but are not necessarily limited to, tolerances, accuracies, ranges, and industry standards.	X	X
3.25	A statement that the certificate or report shall not be reproduced except in full	X	X
3.26	The supplier quality program/revision and accreditation (e.g., ISO/IEC-17025 and edition) program and scope of accreditation under which the calibration or test was performed. The accreditation had to have been achieved through an on-site accreditation assessment within the past 48 months. (STC must be notified of any condition that adversely impacts the laboratory's ability to maintain the scope of accreditation.)	X	X
3.27	A signature and title who accepts responsibility for the content of the certificate or report.	X	X
3.28	If there are any non-conforming results during processing, both nonconforming and conforming test results must be reported, regardless of whether a retest is successful.		X
3.29	The supplier must include a statement certifying that the service has been provided in accordance with their ISO 17025:2017 quality program and scope of accreditation.	X	X
3.30	The supplier must include a statement certifying that all purchase order requirements have been met. It is inadequate to just include the purchase order number on the certification.	X	X

4. Calibration Stickers/Identification

4.1 I/D of devices being calibrated shall include the following information

- 4.1.1 Instrument #
- 4.1.2 Calibration Date
- 4.1.3 Date of next calibration or calibrate by date (*refer to 4.2 below)
- 4.1.4 Identity of person performing the calibration.

SUPERIOR TUBE COMPANY, INC.	PROCEDURE NO. STCP-2001, REV. 6
QUALITY ASSURANCE PROCEDURE	PAGE 3 OF 3 3/21/2025
SUBJECT: DELIVERABLES REQUIREMENTS FOR CALIBRATION AND TESTING SERVICES PROVIDED BY ACCREDITED OR NON-ACCREDITED LABORATORIES	

- 4.2 For furnace instrument calibrations, the due date shall be the exact date derived from the calibration period.
- 4.2.1 Example: if the calibration date is 6/15/2021 and there's a three month calibration period, the date of next calibration shall read 9/15/2021.
- 4.3 For devices other than furnace instruments, the due date shall be the end of the month during which the instrument is due to be calibrated.
- 4.3.1 Example: if the calibration date is 8/10/2021 and there's a six month calibration period, the date of next calibration shall read 2/28/2022.
5. When a calibration certificate needs to be changed after it has been issued, a new certificate must be issued with a reference to the previous certificate, a statement to the effect that it is a supplement to the original certificate, and a notation as to each change in the revised certificate.

Revision History

Revision	Date	Description	CAPA
0	8/26/2020	Initial Issue	A-C1232
1	11/30/2020	Added 3.5 and renumbered subsequent paragraphs in section 3	N/A
2	8/25/2021	Added section 4.	N/A
3	4/14/2022	Added to Scope: "This document shall be referenced in all purchase orders for calibration or test services." Revised ref 2.1 (was NEI 14-05) Tabulated requirements, numerous revisions.	A-C1278
4	8/2/2023	Revised 3.26 to include NEI 15-05A section 1.3 2) 2. f. Added 3.28	A-C1324 A-C1323
5	8/27/2024	Added 3.29 per Westinghouse requirements	N/A
6	3/21/2025	Separated 3.29 into 3.29 & 3.30. Added clarifying language to 3.30	A-C1377