

PHILIPS HEALTHCARE

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| Trainee Name: | |
| Trainee Signature: | |
| Date: | |

| Course Title | Local Course Code | Revision |
|-------------------------|--------------------------|-----------------|
| Tool and Test Equipment | GTS | N/A |

By submitting this form, I agree that I have completed the required training for this course and understand the material and the impact on my job responsibility.

Signed by 3rd Party Contractor Training Representative:

_____ Date: _____

This form is to be kept as a formal training record by the 3rd Party Contractor Agency

Gibson Technical Services

Tools and Test Equipment Calibration and Repair Procedure

1. PURPOSE AND SCOPE

1.1. Purpose

The purpose of this process is to ensure that all GTS Tools requiring calibration that are owned/leased by GTS are calibrated or repaired in accordance to the manufacturer's and/or Customers requirements.

1.2. Scope

This procedure includes all calibrated tools and test equipment owned by GTS, and used by Field Engineers.

2. KEY TERMS AND ACRONYMS

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|--------------------|---|
| Calibration Vendor | Organization that provides calibration and/or repair services to GTS |
| OOT | Out of Tolerance. Condition of an instrument that will cause the operator to be mis-informed as to the actual condition of the T/TE under test. Repairs are not to be considered an out of tolerance condition unless other functions or ranges appear to be operating correctly, but are out of tolerance. |
| Repair | Condition of an instrument that provides an indication of 50% or less of the expected result or any malfunction that can be readily identified by the instrument user, including if the instrument does not power up or has non-functioning features. |
| T/TE | Tools and Test Equipment |

3. GENERAL

- 3.1. Tools and Test Equipment (T/TE) MUST NOT be used past the calibration due date.
- 3.2. T/TE that is past the calibration due date must be secured to prevent use and sent in for calibration as soon as possible if needed for field use.
- 3.3. T/TE must be immediately removed from service and sent in to the GTS Home office for calibration if the Calibration Seal, which has been applied to the instrument, is broken or missing.

4. TOOLS AND TEST EQUIPMENT CALIBRATION PROCESS

- 4.1. The GTS Asset Manager and / or Project Manager will send an email notifying an FE that T/TE assigned to them is due for calibration within the next 60 days. These recall reminders will be sent weekly until the T/TE is received by the home office.
- 4.2. The FE will promptly send the T/TE to the home office including a detailed note explaining any functionality issues they have experienced with the T/TE.
- 4.3. The Asset Manager or Project Manager will update the T/TE database upon calibration.
- 4.4. The Asset Manager will maintain calibration certificates for equipment calibrations. Electronic copies of the calibration certificates are available to view and can be printed if necessary.

5. OUT OF TOLERANCE TOOL AND TEST EQUIPMENT

- 5.1. If the T/TE has an Out of Tolerance (OOT) condition(s) found at the Calibration Vendor, the Calibration Vendor will notify the Asset Manager or designee, and update the Calibration database with the OOT condition.
- 5.2. The T/TE Manager or designee may contact the field directly for feedback about T/TE usage/calibration, etc. to aid in the final disposition of the OOT.
- 5.3. The T/TE Manager or designee will determine the appropriate next steps required by the OOT condition. If a OOT is found, GTS will notify Philips Healthcare of the OOT, and include a list of projects that the OOT T/TE was utilized on.

6. TOOLS AND TEST EQUIPMENT REQUIRING REPAIR

- 6.1. If T/TE fails or needs repair while in the field, the FE will contact GTS Project Manager for instruction on returning T/TE for repair.
- 6.2. Decisions to repair calibrated tools and test equipment (T/TE) after determination of repair cost by the Calibration Vendor will be made by Asset Manager on a case by case basis.

7. PAST DUE CALIBRATION OF TOOLS AND TEST EQUIPMENT

- 7.1. The Asset Manager shall review the calibration statistics report and the calibration past due report on a regular basis, and contact any FE possessing T/TE that is past due for calibration. T/TE that is past due for Calibration must not be used under any circumstance.
- 7.2. If it is determined that equipment was installed or repaired with T/TE that was past due for calibration, Philips Healthcare should be immediately contacted for resolution.