



CALIBRATION FREQUENCY POLICY

Guidelines for determining the intervals for calibrating and recertifying:
Instruments, tools and artifacts

FOR STARRETT STAFF, DISTRIBUTORS AND CUSTOMERS

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Starrett Kinematic Engineering, Inc. (SKE) is providing this document to describe our policy regarding calibration intervals for our products that are used by our customers as 'gages' to measure their parts and our instruments, tools and artifacts used to build, calibrate, validate and recertify our products.

Starrett Metrology Systems Products

It has been and will continue to be our recommendation that Starrett Vision and Optical Metrology Instruments be calibrated annually by a Starrett Factory Service Technician or a Starrett Authorized Service Technician (typically employed by one of our Starrett Authorized Dealers / Distributors.)

Adjustments to this or any other recommendation in this document is at the discretion of the owner of the metrology tool. These adjustments should be documented by the owner so that their reasons for the adjustments are clear for their staff and auditors involved.

Artifacts used to calibrate Starrett Vision and Optical Metrology Instruments

It has been and will continue to be our policy that major artifacts used to calibrate and validate the calibration of Starrett Vision and Optical Metrology Instruments be recertified every two years.

Starrett also uses 'minor' artifacts that may have longer calibration intervals determined by the experience of the Starrett technical staff and is documented in the Starrett Quality Management System [QMS] (software) for each artifact, tool or instrument. The rationales for these calibration intervals are documented in the 'Notes' section in the Calibration Module.

Tools and Instruments calibrated for use by Starrett Technical Staff

The calibration intervals for other tools and instruments used by Starrett Technical Staff are documented in the Starrett QMS (software) Calibration Module and can be provided upon request.

Please contact the SKE Technical Services Manager if you have any questions or concerns.

Starrett Kinematic Engineering

Technical Services Manager & ISO Program Manager

dsilberman@kinematic.com

(949) 348-1213 ext 115 office

(949) 510-3624 cell

<https://www.ske-service.com/service-request>

Starrett Metrology Systems Division

26052 Merit Circle, Suite 103, Laguna Hills, CA 92653 Tel: (949) 348-1213, FAX: (949) 582-8040

<http://www.ske-service.com> <http://www.starrettkinematic.com>