
		ES&H Section Procedures	
Procedure Number/Name ESH-RPE-INST-0001– Pre-Calibration Notification System Procedure		Original Date: 04/29/2022	
Written by: Mark Zientarski	Reviewed and Updated By: Mark Zientarski	Date: 04/29/2022	

Pre-Calibration Notification System

Approvals

Written By:  Date: 4/29/2022
 Mark Zientarski, Instrumentation Group Leader

Reviewed By:  Date: 4/29/2022
 Jamie Clayton, Sr. Technician

Approved By:  Date: 4/29/2022
 Mark Zientarski, Instrumentation Group Leader

Revision History

Updated by	Description of Change	Revision Number	Revision Date
M. Zientarski	Updated to new template	5	04/29/2022

Table of Contents

Approvals	1
Revision History	2
Table of Contents.....	3
Procedure.....	4
1.0 Purpose	4
2.0 Scope.....	4
3.0 Summary	4
4.0 Definitions.....	4
5.0 Responsibilities	4
6.0 Health and Safety Warnings	4
7.0 Prerequisites	4
8.0 Procedural Steps	4
9.0 Data and Records Management	4
10.0 Quality Assurance/Quality Control	5
11.0 References	5
12.0 SOP Signature Sheet	5
13.0 Procedure Specific Training Checklist	5
14.0 Attachments.....	5

Procedure

1.0 Purpose

The purpose of this procedure is to describe when and how to invoke the Pre-Calibration Notification (PCN) System.

2.0 Scope

This procedure describes the steps involved in the PCN System in the event that as-found reading are determined to be out of tolerance.

3.0 Summary

The PCN system is designed to provide notification in the event that instrumentation used in the field was found to be out of tolerance during pre-calibration. Each instrument type has a unique calibration procedure with an as-found performance check. If during the as-found performance check an instrument exceeds its stated tolerance, this system will become active. When this system becomes active, information must be recorded in the Instrumentation Team database. If an instrument is returned to RPCF non-functioning, this system will not be activated. The following procedure describes how to use this section of the database.

4.0 Definitions

As-found	Response measurements verifying in field performance
PCN	Pre-Calibration Notification
RPCF	Radiation Physics Calibration Facility

5.0 Responsibilities

- 5.1 ESH RPE Instrumentation Team
 - 5.1.1 Perform and document pre-calibration tests prior to any adjustments made on instrument.
 - 5.1.2 Invoke the PCN procedure if any as-found readings are found out of tolerance.
- 5.2 Assigned instrument user or responsible party
 - 5.2.1 Record PCN findings.
 - 5.2.2 Assess impact of out of tolerance on field measurements.

6.0 Health and Safety Warnings

n/a

7.0 Prerequisites

n/a

8.0 Procedural Steps

- 8.1 Sign on to the database and go to the Check-In screen (this is the default screen after signing in).
- 8.2 Type the six-digit instrument serial number in the ISN field. If the instrument has not yet been checked in, click on the *Check-In* button.
- 8.3 In the upper right-hand side of the screen, click on the *PCN Auto* button.
- 8.4 The PCN screen will show up. Based on the past history of this instrument, most of the fields will be automatically filled out.

- 8.5 Record the maximum error found during the as-found performance check in the Max Error field. If more than one check was found to be out of tolerance, record the highest one found.
- 8.6 Record the last known location of the instrument will be filled out along with the date it was issued, the contact person's name and telephone number. A query of the database should be made to determine if anyone else had used the instrument during its' last calibration cycle. This query can be made within the PCN screen by clicking on the *Others to Check* arrow and selecting a different location than the currently selected location.
- 8.7 Contact each person by phone and/or email that may have used the instrument during the last calibration cycle. Notify the person that an instrument last used in their Division/Section was found out of tolerance during the as-found performance check. Give the contact person the following information: Instrument type, serial number, maximum percent error found, and the last known location.
- 8.8 After the person has been contacted place a check mark in the space provided in the database to indicate that the person was contacted. If the person could not be contacted at this time, do not check the space. Try again at a later time until the person is contacted.
- 8.9 The name of the technician who performed the PCN should appear in the technician area. If not, type it in.
- 8.10 Click on the OK button when the form has been completed.

9.0 Data and Records Management

As-found readings are documented in the instrument's calibration worksheet form and retained for 75 years. All PCN records, user's names, dates, instrument information and other associated fields are saved in the Instrumentation Team database. The database is automatically backed up daily and archived annually.

10.0 Quality Assurance/Quality Control

This procedure is subject to a review frequency requirement of 5 years and is due 05/2027.

11.0 References

n/a

12.0 SOP Signature Sheet

n/a

13.0 Procedure Specific Training Checklist

n/a

14.0 Attachments

n/a