

Calibration Certificate Requirements Checklist

ISO/IEC 17025-oriented review checklist for calibration certificates

Certificate Identity

- Unique certificate number and issue date are visible.
- Revision/version control is clear for superseded certificates.
- Laboratory name and contact details are present.
- Page numbering is included (for example, page X of Y).

Instrument and Job Identification

- Customer name and site are identified where required.
- Instrument model and serial number are clearly listed.
- Customer asset ID matches internal equipment register.
- Calibration date and location are stated.

Results and Measurement Quality

- Results include units for every reported value.
- As-found and as-left results are separated when applicable.
- Method/procedure reference is included and controlled.
- Measurement uncertainty is reported where relevant to interpretation.
- Environmental or setup conditions are included when required by method.

Traceability and Conformity

- Traceability statement links to recognized standards chain.
- Conformity statement is explicit (if pass/fail is reported).
- Decision rule is referenced when conformity is stated.
- Any guard banding or risk rule is clearly described.

Authorization and Release

- Authorized approver name and role are visible.
- Signature or equivalent approval mark is present.
- Release date is clear and matches quality workflow.
- No unresolved placeholders or draft fields remain.

Common Red Flags

- Missing units in one or more result rows.
- Pass/fail statement with no decision-rule context.
- Serial number mismatch versus equipment register.
- Unclear uncertainty basis near tolerance limits.
- Approval identity not tied to a responsible role.