

Calibration Interval Review Worksheet

Practical scorecard for interval extension, reduction, and hold decisions

Instrument Context

- Instrument ID, model, serial number, and location.
- Current interval (months) and next due date.
- Process criticality (high / medium / low).
- Consequences of undetected out-of-tolerance condition.

Recent Performance (last 3-5 cycles)

- As-found error values recorded consistently with units.
- Any pass/fail outcomes and proximity to tolerance limits.
- Evidence of directional or accelerating drift trend.
- Repairs, relocations, or process changes since last review.

Decision Gates

- Gate A: No failures and stable trend? [yes/no]
- Gate B: Margin to tolerance remains acceptable? [yes/no]
- Gate C: Instrument criticality allows extension? [yes/no]
- Gate D: Any risk trigger requiring reduction? [yes/no]

Recommended Action

- Extend interval (e.g., +3 months) with explicit conditions.
- Hold interval and review at next annual cycle.
- Reduce interval (e.g., -3 months) and add interim checks.
- Document approver, date, and evidence references.

Follow-Up Rules

- If next cycle fails, revert to previous interval immediately.
- If trend slope increases, trigger out-of-cycle review.
- If process criticality changes, re-score risk before extension.
- Keep one timeline of decisions linked to calibration records.