

FA SOP-33 Equipment Maintenance Schedule

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Approved by Director: Dr. Guy Vallaro

All instruments and equipment in the Firearms Unit shall be calibrated and maintained on a set schedule. Calibration and/or cleaning of equipment shall be conducted by a laboratory-approved vendor.

Maintenance and calibration records shall be maintained on all instruments and equipment. Records shall be kept in a log in the appropriate area of the Firearms Unit.

Equipment Type	Schedule
Comparison Microscopes	1, 8, 9
Stereo Microscopes	1
Balances	1, 2
Barrel/Overall Measuring Devices	2, 4
Calipers	2, 4
NRA Static Weights	4, 5
NIBIN Acquisition Unit	2, 9
Metric Weights Set	4, 5
Gauge Blocks	4
Indoor Range	6
Savage Range (snail trap)	10
Vertical Water Tank	6, 7
Stage Micrometers	4

** The NRA static weights and the metric weights set are traceable to National Institute of Standards and Technology (NIST) standards.*

1. Cleaned annually by lab-approved vendor
2. Checked monthly and recorded in appropriate log book; to be done by 5th of every month
3. Out for calibration every 3 years by lab-approved vendor; sooner if damage occurs
4. Out for calibration every 5 years by lab-approved vendor; sooner if damage occurs
5. Checked annually in-house
6. Surfaces in room/area cleaned for lead yearly by lab-approved vendor
7. Water changed monthly or as needed depending on use
8. Magnification checked bi-annually with stage micrometers
9. Run equipment-specific QC check when vendor upgrades software
10. Inspected and cleaned every 4 years by lab-approved vendor; sooner if damage occurs or increase in use.

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References:

1. FA SOP-35 NIBIN Quality Control Check
2. FA SOP-39 Microscope Quality Control Check
3. Firearms Unit Uncertainty of Measurement Budget
4. FA QR-16 Firearms Unit Equipment List

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