

## Delivery form for calibration

*This can be added to the shipment or sent by email.*

<b>Customer:</b>		<b>Org.nr:</b>	
<b>Delivery Address:</b>			
<b>Zip code</b>		<b>City</b>	

<b>Invoice Address:</b>		<b>Same as deliver address:</b>	
<b>Zip code</b>		<b>City</b>	
<b>Invoice Email Address:</b>			

<b>Contact name:</b>			
<b>Phone:</b>		<b>Email:</b>	

<b>PO / Invoice Reference</b>	
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<b>Delivery Method (mark with "X")</b>	
Retrieved by costumer	
Shipped by courier	
Sent by mail	
Other:	

<b>Extra work (mark with "X")</b>	
Show next calibration date on sticker	
*Adjustment and calibration	
**Urgent (Extra surcharge)	

### Product Info (can be replaced by own list or PO)

	<b>Manufacturer:</b>	<b>Model:</b>	<b>Serial no:</b>	<b>Calibration type</b>	
				<b>Standard<sup>1</sup></b>	<b>Accredited<sup>2</sup></b>
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					
<b>Product comments (range, reading signal, customer tolerances, included equipment):</b>					
<b>1</b>					
<b>2</b>					
<b>3</b>					
<b>4</b>					
<b>5</b>					

*More info see next page*

*\* **Adjustment and Calibration:** Kiwa commits to making a reasonable effort to adjust and calibrate the object to meet specifications according to factory or customer settings. Adjustments will be charged at an hourly rate if nothing is agreed in advance with a Kiwa representative.*

*\*\* **Urgent:** Any urgent services must be agreed upon in advance with a Kiwa representative.*

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## What's the Difference Between Accredited and Standard Traceable Calibration?

<sup>1</sup> A **Standard calibration** includes a calibration certificate and a written report showing all measured values, the conditions under which they were measured, and details about the reference instruments and procedures used. The results are traceable to national or international standards.

<sup>2</sup> An **accredited calibration** includes everything in a traceable calibration, but also meets strict requirements for personnel, procedures, and quality systems. Accreditation is an official recognition of a laboratory's competence to perform calibrations according to international standards (such as ISO/IEC 17025). Accredited labs are regularly audited by an independent body—in Norway, this is *Norsk Akkreditering*. For example, KIWA is accredited under ISO/IEC 17025 (accreditation scope CAL007).

**When you choose an accredited calibration, the calibration procedure itself is officially approved by the accrediting body, ensuring full compliance with internationally recognized standards.**

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## What is Traceability?

Traceability means the measurement result can be linked back to a known reference (usually national or international standards) through an unbroken chain of documented comparisons, each with a known measurement uncertainty. This ensures confidence in the result and is required for systems like ISO 9000 and ISO 17025.

Your measurement equipment must be calibrated by a lab that has traceability to national standards—either directly or through a verified chain. Each step in the chain must be documented.

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## How Often Should Calibration Be Done?

While a **12-month interval** is common in many industries, the ideal calibration interval depends on your specific use case. You should consider:

- The equipment supplier's recommended calibration interval
- How often and how intensively the equipment is used
- Whether it is used in controlled or harsh conditions
- The instrument's past performance and stability
- The risks and potential consequences of inaccurate measurements

We're happy to help assess the best calibration plan for your equipment.