JER-8000-MGT-PRO-0008 Monitoring & Measuring Resources

(AS/NZS, ISO 45001:2018, Clause 9.1.1)

1 Scope

This procedure applies to all equipment used to monitor or measure product or processes for verification of product conformity conducted for the company at their various sites and locations.

2 Purpose

To define the requirements and responsibilities for:

a. identification;

b. calibration;

c. maintenance of monitoring and measuring equipment.

3 Responsibility

Senior Leadership Team	1. Provides strategic direction on the management of health and safety within defined Executive portfolios. 2. Ensures a that the necessary resources (equipment) required to ensure valid and reliable monitoring and measuring results are provided. These resources are suitable to meet the Organisation's monitoring and measuring requirements and will be maintained to ensure their continued fitness for purpose. 3. Have allocated responsibility for verifying the status of measuring and monitoring equipment prior to using the tool and submit equipment requiring calibration to the appropriate body by the calibration due date or when necessary. 4. Have allocated responsibility for maintaining calibration records, scheduling and coordinating calibrations both internally and with external Suppliers.
Safety Manager	1. Ensures this procedure is fit for purpose and meets all applicable legislative requirements. 2. Ensures that this procedure is implemented and is regularly reviewed and monitored for ongoing effectiveness. 3. Supports managers, supervisors and workers in the implementation and operation of this procedure in the business. 4. Recommends change or improvement to this procedure as required. 5. Reviews and monitors WHS consultation. 6. Provides advice on WHS consultation requirements.

Managers and Supervisors	1. Ensure the implementation and operation of this procedure within their area of responsibility. 2. Support workers involved in the WHS Committee. 3. Support Health & Safety Representatives. 4. Support the consultation process. 5. Recommend change or improvement to this procedure as required.
Workers	1. Ensure they are familiar with the procedure. 2. Comply with this procedure at all times. 3. Maintain currency of training and any competencies where required for specified work tasks. 4. Recommend change or improvement to this procedure as required.

4 Procedure

4.1 Requirements And Selection of Monitoring and Measurement Equipment

Identification of measurements to be made and required tolerances are documented in drawings, specifications, inspection and testing procedures.

The Project Director is responsible for selecting appropriate measuring and monitoring equipment.

4.2 Calibration

The Safety Manager is responsible for maintenance, calibration and control of all inspection, measuring and test of equipment on loan/hire.

All calibrations, whether completed externally or internally, will be traceable to international or national standards, or, when such standards are not practicable, the basis for calibration will be documented.

When calibration is completed by an outside subcontractor, the Safety Manager will schedule pickup/delivery, verify the identity of all equipment transferred to and received from the service, and verify all appropriate records are completed and received.

All calibration subcontractors are selected and qualified based on their ability to meet company requirements for calibration. Performance of subcontractors will be monitored to ensure effectiveness.

In-house measuring equipment are calibrated in accordance with written instructions or other controlled documentation.

The tool user is responsible for protecting calibrated equipment from damage and deterioration and for submitting the equipment to the Safety Manager when scheduled for calibration. The tool user also ensures that suitable calibrated replacement measuring equipment is used whenever a primary piece of equipment is out of service for calibration.

Calibrated equipment is labelled with a sticker indicating the due date of the next calibration. Equipment that is past due shall be deemed out of tolerance and must not be used and shall be reported to the Safety Manager immediately.

All measurement standards used in the calibration system are supported by certificates and calibration records.

The Safety Manager maintains a Calibration Register. The Register contains the following information:

a. item description;
b. make;
c. model;
d. equipment Nº.;
e. method of calibration;
f. calibration interval;
g. last calibration;
h. next calibration date;
i. comments.

4.3 Out Of Tolerance

Monitoring and measuring equipment found to be “Out-of-Tolerance” are brought into tolerance or should be clearly labelled as unusable and disposed of.

The SAFETY Manager may initiate a Corrective Action if necessary.

Identification of such equipment and the impact of its use are reported using the relevant form.

Where production may have been affected, previous results are reviewed and appropriate corrective actions taken. Clients will be notified if product quality or Safety has been impacted.

Equipment not requiring calibration should be clearly marked as such.

5 Consultation

This procedure has been developed and implemented in consultation and co-operation with KGL Resources’ workers.

6 Related Documentation

JER-8000-MGT-REG-0008 Calibration Register

7 Monitoring, Evaluation and Review

VERIFICATION	
Monitoring	Compliance with this procedure will be monitored through training and regular audits.
Evaluation & Review	The risk rating is low, reviewed every 3 years. A review will be undertaken sooner if there are changes to legislation, standards and industry codes, or following a SAFETY review, changes as defined by WHS Regulators, or to ensure continual improvement.

Version Control	Version 1: May 2026

8 Approval

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