

Appendix H: Equipment Management Policy and Procedure

1. Purpose

- 1.1. To ensure inspection, measuring and test equipment used to demonstrate the compliance of products or systems to specified requirements is controlled, calibrated and maintained appropriately.

2. Responsibility and Authority

- 2.1. The Senior Building Control Officer has the overall responsibility and authority to ensure this policy and procedure is implemented and maintained.

3. Inspection, Measuring and Test Equipment

- 3.1. The following equipment is critical for compliance decisions and is managed in accordance with this policy and procedure:

Measurements	Equipment	Critical for compliance decisions
Moisture content of timber	Moisture Meters	Yes
Temperature of hot water	Thermometer	Yes
Distance	<ul style="list-style-type: none">• Tape Measure• Distance Measuring Meter	Yes
Depth of pile holes	Manual Prodders	Yes
Firmness of foundation	Manual Prodders	Yes
Drain Levels	Level	Yes

- 3.2. All of the above listed equipment requires a high level of accuracy in order to provide useful results for compliance decisions.
- 3.3. Most of the equipment is manual or digital and is not suited to technical calibration. However, because accuracy is critical for compliance decisions it is important that this equipment is physically sound.
- 3.4. Physical checks to establish the general integrity and reliability of tape measures, distance measuring meters and prodders are carried out monthly. The results are recorded in the Equipment Register.
- 3.5. Accuracy checks of the levels are carried out using a fixed block-and-nail gauge which is located in the Building Control Office. The results are recorded each month in the Equipment Register.
- 3.6. The moisture meters and thermometers are electronic and require technical calibration and checks to ensure their accuracy. The level of accuracy required

for moisture meters is +/- 3%. The level of accuracy required for thermometers is +/- 5°.

4. Calibration/Accuracy Checks of Moisture Meters and Thermometers

- 4.1. Calibration and accuracy checks of moisture meters and thermometers are carried out by authorised agents for the equipment on an annual basis.
- 4.2. Accuracy checks of moisture meters are carried out by the Building Control Staff on a monthly basis using a pre-calibrated measuring apparatus, approved by the device's suppliers.
- 4.3. Accuracy checks of thermometers are carried out by the Building Control Staff on a monthly basis using known points of reference (an ice slurry and boiling water).
- 4.4. If, as a result of the monthly checks, a calibration adjustment of a moisture meter or thermometer is required, the following occurs:
 - The moisture meter or thermometer is sent to the authorised agent for calibration; and,
 - Measurements already taken using the faulty moisture meter or thermometer are repeated with equipment known to be in proper working order.
- 4.5. The calibration and accuracy status of all equipment is recorded in the Equipment Register. This includes the records of the annual calibration by the authorised agents and the records of the monthly accuracy checks by the Building Control Staff.
- 4.6. The Senior Environmental Administration Officer has an update in her electronic calendar for each calibration date, including the monthly accuracy checks.
- 4.7. All equipment records, including external calibration certificates and internal accuracy checks are kept in the Equipment Register for up to 12 months following the withdrawal of the specific item of equipment from service.

5. Equipment Selection and Care

- 5.1. Inspection measuring and test equipment are selected on the basis of capability to perform with the required accuracy and precision.
- 5.2. Equipment is handled, transported, preserved and stored to ensure that accuracy and fitness for use are maintained.

6. Suspect or Faulty Equipment

- 6.1. Suspect or faulty equipment is withdrawn from service immediately.
- 6.2. Such equipment is immediately identified as being faulty and is not used.
- 6.3. The Senior Building Control Officer is informed that the equipment is faulty and has been withdrawn from service. The Senior Building Control Officer immediately assesses whether the withdrawal from service warrants the need to arrange for backup equipment to be obtained. If backup equipment is obtained the latest calibration or check certificate is sighted and validated prior to putting the replacement equipment into service.
- 6.4. Faulty equipment is repaired or replaced. Repaired equipment is recalibrated or an accuracy check completed prior to going back into service.
- 6.5. The equipment maintenance register is updated to accurately reflect the maintenance or checking undertaken.