Calibration Register – Tape Measure and Electronic Measurement Equipment

Required Accuracy

Tape measures and electronic measurement equipment are used for measuring distance. Accurate results are important for ensuring correct decisions over small distances (typically less than 1m), but the required accuracy is less important over larger distances, when pacing will often be used by staff to estimate distances. Metal tape measures are used by Council, as they are less prone to stretching. An accuracy of 1% is desirable for confidence in staff decisions, and a calibration frequency of at least annually has been selected as tape measures (which are the measuring tools used for small distance measurement where accuracy is most important) will lose accuracy through stretching over time with high levels of use. The expansion and contraction encountered over the range of temperatures commonly experienced within the district is well within the 1% accuracy specified by Council. If results outside this range are obtained, the tape measure must be replaced, or the electronic meter must be sent to a service agent for recalibration.

Calibration Procedure

Measuring devices shall be calibrated by comparison with a 1m metal rule within the office environment, with a typical temperature of around 20^{o}C. Results of 0.99m to 1.01m are acceptable.

Device type and identification	Calibrated by	Date last calibrated	Date of calibration	Date of next calibration	Actual reading	Comments