

	Quality Management System Procedure [Laboratory Name]	Issue Date: YYYY/MM/DD	Rev.: 0
	QSP 5-6-1 – Reference Standards and Reference Materials		Page #: 1 of 5

Prepared by: _____ Date: _____

Reviewed by: _____ Date: _____

Approved by: _____ Date: _____

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Purpose

To outline the program for the calibration of reference standards.

To outline safe handling, transport, storage, and use of reference standards and reference materials in order to prevent contamination or deterioration and in order to protect their integrity.

Scope / Field of Application

Physical Standards – such as reference weights and reference thermometers

Chemical Standards – such as standard solutions

Biological Standards – such as culture collection microorganisms

Responsibilities

Facility Clerk – responsible for receiving, transport, and storage of reference standards and materials.

Laboratory Personnel – responsible for handling and use of reference standards and materials.

Materials Required

Certificates of Analysis
Inventory of Reference Materials