



CONTROL OF MEASURING & TEST EQUIPMENT PROCEDURE

Quality Procedure

Al Khobar Stockist Warehouse & Distribution Facility

DTE-QMS-PRO-10 | Revision 00 | Effective 01 January 2026



Document No.	DTE-QMS-PRO-10	Revision	00
Document Title	Control of Measuring & Test Equipment Procedure	Effective Date	01 January 2026
Issued By	HSE & Compliance Function	Approved By	General Manager
Applicable To	Al Khobar Warehouse & Distribution Facility	Classification	Internal / Controlled

Control of Measuring & Test Equipment Procedure

Where measuring equipment (e.g., tape measures, calipers, thickness gauges) is used at the Al Khobar facility to verify dimensions or characteristics of stock during receiving inspection or order verification, the controls set out in this procedure apply.

Identification & Calibration

- Each item of measuring equipment is uniquely identified, with its calibration status recorded and visible on or near the equipment.
- Calibration intervals are established based on equipment type, frequency of use, and criticality of the measurement, and calibration is carried out by a competent internal or external provider traceable to a recognized national or international standard.
- Calibration records (date, result, next due date) are maintained against each item of equipment.

Out-of-Calibration Response

Where an item is found out of calibration, the impact on measurements taken since its last valid calibration is assessed, and a reaction plan is followed, which may include re-checking affected stock and, where necessary, notifying an affected customer if released product may be impacted.

Scope in a Stockist Operation

Given the nature of Diode's stockist and distribution operations, dimensional verification is generally limited to confirmation checks against supplier certification rather than primary manufacturing measurement; equipment used for this purpose is nonetheless controlled under this procedure to ensure any verification Diode performs is reliable.

Equipment Register

An Equipment Register lists every item of measuring equipment in use, its identification number, calibration interval, last and next calibration dates, and current status (in service / due / out of service), reviewed at each Management Review.

Legal & Regulatory References

This procedure has been developed with regard to the following legal, regulatory, and industry reference points applicable to Diode's operations in the Kingdom of Saudi Arabia. Diode does not represent certification against any external standard referenced below unless separately stated; references are used to inform internal practice.



Reference	Relevance
ISO 9001, Clause 7.1.5 (Monitoring & Measuring Resources)	Reference framework for equipment identification, calibration, and out-of-calibration response applied in this procedure.

Records Retained

The following records evidence the operation of this procedure and are retained for a minimum of five (5) years unless a longer period is required by contract or law, and are made available to customers, principals, and appointed auditors upon reasonable request:

- Equipment Register
- Calibration certificates and records
- Out-of-calibration impact assessments, where applicable

Related Documents

- DTE-QMS-PRO-06 Receiving Inspection Procedure
- DTE-QMS-PRO-03 Quality Management System Overview & Document Control Procedure

AUTHORIZATION

Prepared By	Reviewed By	Approved By (General Manager)
Name: Anfal Ahmed Signature: _____ Date: _____	Name: Raaed Mohammed Signature: _____ Date: _____	Name: Mohammed Faisal Signature: _____ Date: _____

Company Stamp:

