

	TRACE-PM 12.1 Verification of Calipers or Micrometers used in the Trace Unit	
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12.1 Verification of Calipers or Micrometers used in the Trace Unit

A digital micrometer (or caliper) is to be used for comparison purposes only and is not to be used for reporting measurements. Multiple measurements should be taken from multiple areas on any item being measured for comparison to another.

Calibration or function verification is not required except for when being used for glass thickness comparisons. When used for glass, an annual verification should be conducted, and results recorded in a verification log for each caliper or micrometer used in the Trace Evidence Unit.

- Utilizing (3) standardized gauge blocks, evaluate the accuracy of the measuring device within the established allowable tolerances. (Three certified gauge blocks are available in the Firearms Unit for the verification check)
- If the measuring device is accurate with the (3) gauge blocks used for verification purposes, then it is linear and accurate throughout its range.
- The allowable tolerance will be +/- 0.005 inch.
- If the measuring device is not accurate within the allowable tolerance, then attempt to recalibrate the measuring device (digital models) using the calibration procedure described in the instruction manual for that specific micrometer or caliper.
- If the measuring device cannot be properly recalibrated within the allowable tolerances, then it will be removed from service until it is repaired or replaced.