

TAG	SERVICE / DESCRIPTION	MANUFACTURER / MODEL	SERIAL NUMBER
LOCATION / AREA	WORK ORDER	DATE	AMBIENT TEMP. / CONDITIONS
INPUT RANGE (LRV – URV, UNIT)	OUTPUT RANGE (E.G. 4–20 MA)	ACTION: ☐ DIRECT ☐ REVERSE	TRANSFER: ☐ LINEAR ☐ SQ. ROOT
TOLERANCE (VALUE)	BASIS: ☐ % SPAN ☐ SIGNAL ☐ ENG	REFERENCE STANDARD (MODEL, SERIAL, CAL DUE DATE)	

AS FOUND — BEFORE ANY ADJUSTMENT

POINT %	DIR.	EXPECTED INPUT	EXPECTED OUTPUT	OBSERVED OUTPUT	ERROR	% OF SPAN	PASS / FAIL
0	Up						
25	Up						
50	Up						
75	Up						
100	Up						
75	Down						
50	Down						
25	Down						
0	Down						

Maximum error: _____ % of span · Worst point: _____ · Hysteresis (max up/down difference): _____ · Result: ☐ Pass ☐ Fail

ADJUSTMENT MADE

WHAT WAS ADJUSTED (ZERO, SPAN, TRIM, LINEARIZATION), PARTS REPLACED, REASON

AS LEFT — AFTER ADJUSTMENT

POINT %	DIR.	EXPECTED INPUT	EXPECTED OUTPUT	OBSERVED OUTPUT	ERROR	% OF SPAN	PASS / FAIL
0	Up						
25	Up						
50	Up						
75	Up						
100	Up						
75	Down						
50	Down						
25	Down						
0	Down						

Maximum error: _____ % of span · Worst point: _____ · Hysteresis (max up/down difference): _____ · Result: ☐ Pass ☐ Fail

Formulas. Expected input = LRV + point% × (URV – LRV). Expected output = output low + point% × output span (linear, direct). Error = observed – expected. % of span error = error ÷ output span × 100 (for 4–20 mA the span is 16 mA). Pass when |% of span error| ≤ tolerance.