Procedure: Calibration of Balances

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All equipment using in the manufacture of product must be assessed for the requirement to calibrate. A procedure may be required for each separate piece of equipment.

# Purpose

The purpose of this procedure is to ensure the correct and safe use for the calibration of the weigh balances used for the manufacture of the product at [Company]. A general calibration procedure for routine use will be specified. For detailed individual balance calibration requirements refer to the operation and maintenance manuals.

# Scope

The scope of this procedure includes all balances used in the manufacturing facility as listed in Table 1.

Table : Balance Calibration Parameters

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| BALANCE NUMBER | LOCATION | WEIGHING RANGE | CALIBRATION WEIGHT REQUIRED | ACCURACY |
| BAL 102 | [Include specific area] | 0 – 60 kg | 30 kg | +- 300 g |
| BAL 103 |  | 0 – 310 g | 220 g | +/- 1.55 g |
| BAL 501 |  | 0 – 16 kg | 10 kg | +/- 80.0 g |

The above is a sample – edit to reflect your company situation

# Responsibilities

Amend to reflect company structure.

|  |  |
| --- | --- |
| Role | Responsibility |
| Quality Manager | Overview of calibration program for balances throughout the facility. |
| Production Manager | Operation and maintenance of balances throughout the facility on a daily basis. |
| Staff | Only trained staff can calibrate the balances used throughout the facility. |

# Occupational health, safety and environmental requirements

When handling calibration weights ensure that the correct manual handling procedures for the lifting of heavy items is addressed. Safety and personal protective clothing must be worn as specified when entering the facility.

# Procedure

## General

Use Form FP810-1: Calibration Record for Balances when recording calibration information

## Daily calibration procedure

Calibrate the weigh balances according to the following steps.

|  |  |
| --- | --- |
| Step | Action |
| 1 | Ensure that the balance is placed on a stable, vibration free, flat surface. |
| 2 | Adjust the balance’s horizontal alignment by turning the levelling feet and ensure that the air bubble within the levelling indicator lies within the inner circle of the indicator. |
| 3 | Switch on the balance and ensure that the reading on the digital display reads a value of 0.0 grams. |
| 4 | Place the appropriate calibration weight (detailed in Table 1) on the centre of the weigh platform and record the result on Form FP810-1: Calibration Record for Balances. The result should be within the required accuracy of the values recorded in Table 1. |

### Standard recognised calibration

Each weigh balance within the facility must be calibrated by a certified calibration professional recognised by a local National Standard, or another recognised acceptable National Standard, or a recognised International Standard on a three monthly basis.

The methods of calibration will be detailed within the operation and maintenance manuals supplied with the balances.

The equipment must be tagged with the span of the calibration lifetime.

Document Information

| Revision History | | | |
| --- | --- | --- | --- |
| Revision | Modified by | Change Control No. | Description of Change |
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Complete the above fields for each revision of this document. Ensure that there is sufficient description of changes so that the change history of this document can be followed. Additional columns can be added to include document/change tracking numbers generated by your company’s systems if required (eg. change control).

| Associated forms and procedures | |
| --- | --- |
| Doc. No. | Document Title |
| FP810-1 | Calibration Record for Balances |

List all controlled procedural documents referenced in this document (for example, policies, procedures, forms, lists, work/operator instructions

| Associated records | |
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