

# QUALITY WORK INSTRUCTIONS (QWI) CALIBRATION PROCEDURE ELECTRONIC BALANCE

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## 1.0 SUMMARY

The Electronic Balance is used for weighing laboratory samples. The standard operating parameters of this scale are factory set and should not be adjusted except by service personnel. Turn on the Balance and warm up for at least thirty (30) minutes

## 2.0 PROCEDURE

1. Proper function of the Balance must be confirmed after power interruption or moving.
2. With balance in calibration mode, activate calibration key.
3. Activate calibration key.
4. Place certified weight on scale.
5. Verify weight.
6. After weight is verified, calibration is complete.
7. Return unit to service mode.
8. Calibration results shall be recorded on the Internal Calibration Chart (Form 29).