

QUALITY WORK INSTRUCTIONS (QWI)

CALIBRATION PROCEDURE

BAG WEIGHTS – MILL ROOM

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1.0 SUMMARY

Used to check bag weights in the mill room.

2.0 PROCEDURE

1. Remove all dust from scale by blowing off with an air hose or wiping down with a dry cloth.
2. Check bubble in level indicator to make sure scale is level. Move to level area if necessary.
3. Plug in scale to a 100-volt electrical receptacle, and allow it to warm up for 15 minutes.
4. Check the LED display. Press the zero on the keypad.
5. Place a 30-pound weight on the scale platform.
6. Check LED display for weight. It should indicate 30 pounds of weight. Remove weight and check display again. It should have returned to zero.
7. If it did display 30 pounds and return to zero, repeat steps 5. and 6. one more time for validation. Record results on the Internal Calibration Chart (Form 29). Calibration is then complete. Do not continue with the steps below.
8. If it did not display 30 pounds and/or return to zero, continue with the steps below.
9. Slide up calibration switch on rear of scale.
10. Cal-0 will display on the LED, press the zero key on the keypad.
11. Cal-F will display on the LED, place the 30-pound weight on the scale platform.
12. Press the zero key again, Cal-End will be displayed on the LED.
13. Slide down calibration switch.
14. Record your results on the Internal Calibration Chart (Form 29). Repeat procedure beginning with number 5. above until display reads 30 pounds and returns to zero.