

QUALITY WORK INSTRUCTIONS (QWI) CALIBRATION PROCEDURE SCALE, DIAL

Document #: QWI-38

Revision #: 1

Effective Date: 12/2/09

1.0 SUMMARY

Used to weigh inert ingredients used to make batches of end product.

2.0 PROCEDURE

1. Remove all dust from scale by blowing off with an air hose or wiping off with a dry cloth.
2. Check dial to see if it is on zero (0) with no weight.
3. Place a certified weight on scale.
4. Check dial for weight. It should indicate 10 pounds of weight. Remove mass, and check dial again. It should have returned to zero.
5. If dial displayed to certified weight and returns to zero, repeat steps 3 and 4, 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.
6. If it did display certified weight and/or return to zero, turn adjustment screw until dial is in zero. Record results on the Internal Calibration Chart (Form 29).
7. Repeat steps 3 and 4, until dial displays certified weight and returns to zero.