

# QUALITY WORK INSTRUCTIONS (QWI) CALIBRATION PROCEDURE SCALE, TRIPLE BEAM

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## 1.0 SUMMARY

Used to weigh samples in the lab.

## 2.0 PROCEDURE

1. Remove all dust from scale by wiping off with a dry cloth.
2. Place weights on all three beams on zero.
3. Pointer should line up with indicator at beam end.
4. If the pointer does line up, repeat steps 2. and 3. one more time for validity. Record results on the Internal Calibration Chart (Form 29). Calibration is complete. Do not continue with the steps below.
5. If the pointer does not line up, adjust the calibration knob on the left hand side of the scale pan until the indicators line up.
6. Move the beam weight to 200 grams. Place a 200-gram weight on the scale pan. Check indicator for alignment.
7. If aligned, repeat steps 2. and 3. until calibration is obtained.
8. If unaligned, return to step 5. until calibration is obtained.