



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Cleaning, Calibration and Operation of Weighing Balances	Effective Date:
Supersedes: Nil	Review Date:
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Vernacular SOP: No

1.0 OBJECTIVE:

1.1. To lay down a procedure for Cleaning, Calibration and Operation of Weighing Balances.

2.0 SCOPE:

2.1. The procedure is applicable to the Cleaning, Calibration and Operation of Weighing Balances in Production area.

3.0 RESPONSIBILITY:

3.1. Officer, Executive Production Department: Performing the Calibration

3.2. IPQA : Ensure and Checking

3.3. Head Production : Shall ensure compliance and implementation of the SOP

4.0 DEFINITION(S):

4.1. General Calibration has to be performed whenever Daily Calibration fails and after any Maintenance.

5.0 PROCEDURE:

5.1. Cleaning

5.1.1. Ensure that electric connection is disconnected to the balance.

5.1.2. Clean the platform with clean wet lint free cloth followed by clean dry lint free cloth.

5.1.3. Clean the main body of the balance with dry clean lint free cloth.

5.2. Calibration of 1000 g, 3000 g, 5000 g, 30 kg, 60 kg, 300 kg, 1000 kg.

5.2.1. Key Board Operation

5.2.1.1. T/Z key functions:

5.2.1.2. To set the zero display.

5.2.1.3. To enter the tare weight.

5.2.1.4. To cancel the tare weight.

5.2.1.5. PCS, N, S for calibration.

5.2.2. General Calibration

5.2.2.1. Ensure the cleanliness of the weighing balance.

5.2.2.2. Check the spirit level and rectify it if necessary. (If spirit level is not provided on balance, use portable spirit level and check the level by Place the Spirit level at five different points of the



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platform (all the four corners and middle). If not in order, correct it by adjusting the base screws. Record it on the respective annexure as 'OK/Not OK'.

5.2.2.3. Switch "ON" the balance, display shows 0000.0 or 00.000 appear.

5.2.2.4. Put 1/3 weight of capacity of the balance.

5.2.2.5. Press PCS & N together, display shows ENTER.

5.2.2.6. Press T/Z, display shows 00000.

5.2.2.7. Feed weight with N & S as the weight put on the balance for example (for 40 kg feed 40000).

5.2.2.8. Press T/Z display shows the weight kept.

5.2.3. **General Calibration (In case of New Balance)**

5.2.3.1. Ensure the cleanliness of the weighing balance.

5.2.3.2. Check the spirit level and rectify it if necessary. Check the spirit level provided on back side of the balance platform and use portable spirit level and check the level by placing the spirit level at five different points of the platform (all the four corners and middle). If not in order, correct it by adjusting the base screws. Record it on the respective annexure as 'OK /Not OK'.

5.2.3.3. Switch 'ON' the balance using switch provided on rear side of balance along with pressing 'N' button on balance. Continue pressing the button till C- Mode is not appear on balance, as the C- Mode appears leave the button.

5.2.3.4. C 0000 is appears on screen, first digit '0' is blinking.

5.2.3.5. Press 'T/Z' button three times, the blinking digit will comes to 3 & the balance screen will show C 3000.

5.2.3.6. Press 'N' button the screen shows 'Unload', removes the material (if any) from the balance.

5.2.3.7. Press 'N' button the screen shows six digit value in which first digit is blinking from left.

5.2.3.8. Feed the value as 020000 (for 20 kg feed 020000) by using 'S' button (use this button to shift the value) and 'T/Z' button (use this button to feed the value).

5.2.3.9. Press 'N' button the screen shows 'LOAD' then put the weight 20 kg (1/3rd weight capacity of the balance) on the platform. Press 'N' button some value will show on screen, then press again 'N' button the screen shows 'done' and value of weight put on the balance.

5.2.3.10. The balance is calibrated, remove the weight and perform the further step.

5.3. **Calibration of 60.000 kg, 150.00 kg, 300.0 kg, 600.0 Kg, 1000.0 kg.**

5.3.1. **Key board operation**

5.3.1.1. ZERO - For zero return, perform "1" adding



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5.3.1.2. TARE - For tare weight, perform moving to move the lowest digit to left

5.3.1.3. FUNCTION - Press function to get back,

5.3.1.4. HOLD - Perform inputting, to lock the weight value

5.3.1.5. CE - Perform exiting

5.3.1.6. ACCUM - No use in operation

5.3.2. General Calibration:

5.3.2.1. Switch ON the balance, display shows 0.000 (for 60 kg balance), 0.00 (for 150 kg and 300 kg balance) and 0.0 (for 600 kg and 1000 kg balance).

5.3.2.2. Press CE & FUNC together, display shows d5 (for 60 kg and 300 kg balance), d2 (for 150 kg capacity balance) and d1 (for 600 and 1000 kg balances).

5.3.2.3. Press HOLD, display shows dp3 (for 60 kg balance), dp 2 (for 150 kg and 300 kg capacity balance) and dp1 (600 and 1000 kg balances).

5.3.2.4. Press HOLD, display shows Capacity of weighing balance for example; F150.00.

5.3.2.5. Feed the full capacity value by pressing ZERO key and shift the digit by press TARE key.

For example:-

(For 60 kg balance)

0, 6, 60, 600, 6000, 60000

(For 150 kg balance)

0, 1, 15, 150, 1500, 15000

(For 300 kg balance)

0, 3, 30, 300, 3000, 30000

(For 600 kg balance)

0, 6, 60, 600, 6000

(For 1000 kg balance)

0, 1, 10, 100, 1000, 10000

5.3.2.6. Press HOLD, display shows N load.

5.3.2.7. Press HOLD, shows counting and after some time display shows LOAD.

5.3.2.8. Put 1/2 weight of capacity of the balance.

5.3.2.9. Press HOLD, display shows inner code of loaded weight.

5.3.2.10. For E.g.: Put the 50.00 kg weight, it will shows 5000 if the input weight is as same the loaded weight press HOLD, display baud rate bt *. If it will not show 5000 Then adjust with by ZERO and TARE key, then press HOLD key ,display bt-0 Then again press HOLD Key.



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5.3.2.11. After calibration is over, exit to weighing mode by pressing CE.

5.4. Daily Calibration

5.4.1. Operate the balance as per step no. 5.5

Balance Capacity	Operating Range (1 to 80% of balance capacity)	Standard Weights to be used for Calibration			
1000 g	10 g to 800 g	10.0 g	200.0 g	500.0 g	800.0 g
3000 g	30 g to 2400 g	30.0 g	600.0 g	1500.0 g	2400.0 g
5000 g	50 g to 4000 g	50.0 g	1000.0 g	2500.0 g	4000.0 g
30 kg	0.300 kg to 24.000 kg	0.300 kg	6.000 kg	15.000 kg	24.000 kg
60kg (Least count-5 gm)	0.600 kg to 48.000 kg	0.600 kg	12.000 kg	30.000 kg	48.000 kg
60kg (Least count-10gm)	0.600 kg to 48.000 kg	0.600 kg	12.000 kg	30.000 kg	48.000 kg
150 kg	1.50 kg to 120.00 kg	1.50 kg	30.00 kg	75.00 kg	120.00 kg
300 kg	3.0 kg to 240.0 kg	3.00 kg	60.0 kg	150.0 kg	240.0 kg
600 kg	6.0 kg to 480.0 kg	6.00 kg	120.0 kg	300.0 kg	480.0 kg
1000 kg	10.0 kg to 800.0 kg	10.0 kg	200.0 kg	500.0 kg	800.0 kg

5.4.2. Put the standard weight on the weighing platform as per mention table for respective balance.

5.4.3. Place the standard weights one by one on the weighing platform/ pans and check the readings.

5.4.4. Record the readings in the respective format as given in the Annexure-I to IX.

Note: Reading observed on balance should not vary more than 0.1 % of the standard weight will that used for calibration. In case, if 0.1 % tolerance is not practically readable on balance, least count of that particular balance shall be considered as tolerance limit for the respective standard weight or nearest possible readable weight w. r. t. 0.1 % tolerance shall be considered as tolerance for respective standard weight.

5.4.5. A balance is considered satisfactory for use if the readings are found to be within acceptance limit of the balance as mentioned in the respective annexure for a balance and place 'CALIBRATION TAG' as per SOP "Status labeling".

5.4.6. If the readings are exceeding the acceptable limit, write remarks as 'General Calibration Required'. Perform general calibration and the perform daily calibration. If then also balance do not measure weight within limit affix "OUT OF CALIBRATION" tag and inform the head of the department and



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engineering department for necessary action and record the same in balance calibration record.

- 5.4.7. Do not use a balance till the problem is rectified.
- 5.4.8. After rectification, recalibrate the balance before use and enter the same in the respective annexure.
- 5.4.9. Check for the zero error as per the specific operation procedure of the balance and enter the reading in the respective annexure for the balance.
- 5.4.10. Use the Standard weights duly certified by the Weights and Measures Department.
- 5.4.11. **Frequency:**
 - 1. Daily Calibration of the balance to be done once in a day.
 - 2. Monthly calibration of the balance to be done as per SOP, "Monthly Calibration of weighing balance".

Note: The standard weights used for calibration of the balances should be cleaned with a dry lint free cloth and are to be kept in Weight Box / trolley.

5.5. Operation

- 5.5.1. Ensure the cleanliness of the weighing balance.
- 5.5.2. Check the spirit level and rectify it if necessary. (If spirit level is not provided on balance, use portable spirit level and check the level by Place the Spirit level at five different points of the platform (all the four corners and middle). If not in order, correct it by adjusting the base screws. Record it on the respective annexure as 'OK /Not OK'.
- 5.5.3. Ensure zero reading on screen before any weighing. Place the object to be weighed on the weighing platform of the balance. Balance will measure the weight of the object and display it. Wait till the reading on screen stabilize. Remove the Object.
- 5.5.4. Turn 'OFF' the balance after use.

5.6. Precaution

- 5.6.1. Keep the machine on stable surface.
- 5.6.2. Ensure no strong wind drift / wind currents.
- 5.6.3. Don't put any object on the balance while the scale is in off position.
- 5.6.4. Warm up the machine 15 to 20 minutes before operation.
- 5.6.5. If there is low battery symbol appearing in the display, plug in AC main lead for recharging the battery immediately for greater accuracy.
- 5.6.6. Do not apply strong solvent for cleaning the scale.
- 5.6.7. Avoid to apply the over load, it may damage the load cell permanently.



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6.0 ABBREVIATION(S):

- 6.1. SOP : standard operating procedure
- 6.2. g : gram
- 6.3. Kg : Kilogram

7.0 REFERENCE(S):

- 7.1. SOP: Status labeling
- 7.2. SOP: Monthly Calibration of weighing balance

8.0 ANNEXURE(S):

Annexure No.	Title of Annexure	Format no.	Mode of Execution
Annexure I	Daily Balance Calibration Record (Capacity: 3000 g)		Log Book
Annexure II	Daily Balance Calibration Record (Capacity: 30 Kg)		Log Book
Annexure III	Daily Balance Calibration Record (Capacity: 60 Kg)		Log Book
Annexure IV	Daily Balance Calibration Record (Capacity: 150 Kg)		Log Book
Annexure V	Daily Balance Calibration Record (Capacity: 600 Kg)		Log Book
Annexure VI	Daily Balance Calibration Record (Capacity: 1000 Kg)		Log Book
Annexure VII	Daily Balance Calibration Record (Capacity: 60 Kg)		Log Book
Annexure VIII	Daily Balance Calibration Record (Capacity: 1000 g)		Log Book
Annexure IX	Daily Balance Calibration Record (Capacity: 300 kg)		Log Book
Annexure X	Daily Balance Calibration Record (Capacity: 5000 g)		Log Book

9.0 DISTRIBUTION:

- 9.1. **Master copy** : Quality Assurance



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9.2. **Controlled Copy (s):** Production department (01), Quality Assurance (01), Store (01)

9.3. **Reference Copy (s):** Production department (10), Store Department (05)

10.0 REVISION HISTORY:

S. No.	Version No.	Change Control No.	Reason (s) for Revision	Details of revision	Effective Date
1.	00	NA	New SOP	NA	NA



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ANNEXURE I

Daily Balance Calibration Record (Capacity: 3000 g)

Location		Balance ID No.	
Least Count	0.2 g	Capacity	3000 g

Month / Year: _____

Standard weights		Tolerance	Acceptance limit
Lower (1 %)	30.0g	$0.03 \approx \pm 0.2 \text{ g}$	29.8g – 30.2 g
Middle-I (20 %)	600.0 g	$\pm 0.6\text{g}$	599.4 g – 600.6 g
Middle-II (50 %)	1500.0 g	$\pm 1.5 \text{ g} \approx \pm 1.6 \text{ g}$	1498.4 g – 1501.6 g
Upper (80 %)	2400.0 g	$\pm 2.4 \text{ g}$	2397.6 g – 2402.4g

Date	Spirit Level	Reading shown on Balance				Remarks	Ckd. By
		30.0 g	600.0 g	1500.0 g	2400.0 g		

Note: *Record the Spirit level as Ok / Not Ok (Bubble position in center)



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ANNEXURE II

Daily Balance Calibration Record (Capacity: 30 Kg)

Location		Balance ID No.	
Least Count	5 g	Capacity	30 Kg

Month / Year: _____

Standard Weights		Tolerance	Acceptance limit
Lower (1 %)	0.300 Kg	$\pm .0003 \text{ Kg} \approx \pm 0.005 \text{ Kg}$	0.295 Kg – 0.305 Kg
Middle-I (20 %)	6.000 Kg	$\pm 0.006 \text{ Kg} \approx \pm 0.010 \text{ Kg}$	5.990 Kg – 6.010 Kg
Middle-II (50 %)	15.000 Kg	$\pm 0.015 \text{ Kg}$	14.985 Kg – 15.015 Kg
Upper (80 %)	24.000 Kg	$\pm 0.024 \text{ Kg} \approx \pm 0.025 \text{ Kg}$	23.975Kg – 24.025Kg

Date	Spirit Level	Reading shown on Balance				Remarks	Ckd. By
		0.300 Kg	6.000 Kg	15.000 Kg	24.000 Kg		

Note: *Record the Spirit level as Ok / Not Ok (Bubble position in center)



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ANNEXURE III

Daily Balance Calibration Record (Capacity: 60 Kg)

Location		Balance ID No.	
Least Count	5 g	Capacity	60 Kg

Month / Year: _____

Standard weights		Tolerance	Acceptance limit
Lower (1 %)	0.600 Kg	$\pm 0.0006 \text{ Kg} \approx \pm 0.005 \text{ Kg}$	0.595 Kg – 0.605Kg
Middle-I (20 %)	12.000 Kg	$\pm 0.012 \text{ Kg} \approx \pm 0.015 \text{ Kg}$	11.985 Kg – 12.015 Kg
Middle-II (50 %)	30.000 Kg	$\pm 0.030 \text{ Kg}$	29.970 Kg – 30.030 Kg
Upper (80 %)	48.000 Kg	$\pm 0.048 \text{ Kg} \approx \pm 0.050 \text{ Kg}$	47.950 Kg – 48.050 Kg

Date	Spirit Level	Reading shown on Balance				Remarks	Ckd. By
		0.600 Kg	12.000 Kg	30.000 Kg	48.000 Kg		

Note: *Record the Spirit level as Ok / Not Ok (Bubble position in center)



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ANNEXURE IV

Daily Balance Calibration Record (Capacity: 150 Kg)

Location	Balance ID No.		
Least Count	20 g	Capacity	150 Kg

Month / Year: _____

Standard weights	Tolerance	Acceptance limit
Lower (1 %)	1.50Kg $\pm 0.0015 \text{ Kg} \approx \pm 0.02 \text{ Kg}$	1.48 Kg – 1.52 Kg
Middle-I (20 %)	30.00 Kg $\pm 0.030 \text{ Kg} \approx \pm 0.04$	29.96 Kg – 30.04 Kg
Middle-II (50 %)	75.00 Kg $\pm 0.075 \text{ Kg} \approx \pm 0.08 \text{ Kg}$	74.92 Kg – 75.08 Kg
Upper (80 %)	120.00 kg $\pm 0.120 \text{ Kg} \approx \pm 0.14 \text{ Kg}$	119.86 Kg – 120.14Kg

Date	Spirit Level	Reading shown on Balance				Remarks	Ckd. By
		1.50 Kg	30.00 Kg	75.00 Kg	120.00 Kg		

Note: *Record the Spirit level as Ok/Not Ok (Bubble position in center)



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ANNEXURE V

Daily Balance Calibration Record (Capacity: 600 Kg)

Location		Balance ID No.	
Least Count	100 g	Capacity	600 Kg

Month / Year: _____

Standard weights	Tolerance	Acceptance limit
Lower (1 %)	± 0.006 ≈ ± 0.1 Kg	5.9 Kg – 6.1Kg
Middle-I (20 %)	± 0.120 Kg ≈ ± 0.2 Kg	119.8 Kg – 120.2 Kg
Middle-II (50 %)	± 0.3 Kg	299.7 Kg – 300.3 Kg
Upper (80 %)	± 0.480Kg ≈ ± 0.5 Kg	479.5Kg – 480.5 Kg

Date	Spirit Level	Reading shown on Balance				Remarks	Ckd. By
		6.0 Kg	120.0 Kg	300.0 Kg	480.0 Kg		

Note: *Record the Spirit level as Ok / Not Ok (Bubble position in center)



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ANNEXURE VI

Daily Balance Calibration Record (Capacity: 1000 Kg)

Location		Balance ID No.	
Least Count	200 g	Capacity	1000 Kg

Month / Year: _____

Standard weights	Tolerance	Acceptance limit
Lower (1 %)	$\pm 0.010 \approx \pm 0.2 \text{ Kg}$	9.8 Kg – 10.2 Kg
Middle-I (20 %)	$\pm 0.200 \text{ Kg} \approx \pm 0.2 \text{ Kg}$	199.8 Kg – 200.2 Kg
Middle-II (50 %)	$\pm 0.5\text{Kg} \approx \pm 0.6\text{Kg}$	499.4 Kg – 500.6 Kg
Upper (80 %)	$\pm 0.800\text{Kg} \approx \pm 0.8 \text{ Kg}$	799.2Kg – 800.8 Kg

Date	Spirit Level	Reading shown on Balance				Remarks	Ckd. By
		10.0 Kg	200.0 Kg	500.0 Kg	800.0 Kg		

Note: *Record the Spirit level as Ok / Not Ok (Bubble position in center)



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ANNEXURE VII

Daily Balance Calibration Record (Capacity: 60 Kg)

Location		Balance ID No.	
Least Count	10 g	Capacity	60 Kg

Month/Year: _____

Standard weights		Tolerance	Acceptance limit
Lower (1 %)	0.600 Kg	$\pm 0.0006 \text{ Kg} \approx \pm 0.010 \text{ Kg}$	0.590 Kg – 0.610 Kg
Middle-I (20 %)	12.000 Kg	$\pm 0.012 \text{ Kg} \approx \pm 0.020 \text{ Kg}$	11.980 Kg – 12.020 Kg
Middle-II (50 %)	30.000 Kg	$\pm 0.030 \text{ Kg}$	29.970 Kg – 30.030 Kg
Upper (80 %)	48.000 Kg	$\pm 0.048 \text{ Kg} \approx \pm 0.050 \text{ Kg}$	47.950 Kg – 48.050 Kg

Date	Spirit Level	Reading shown on Balance				Remarks	Ckd. By
		0.600 Kg	12.000 Kg	30.000 Kg	48.000 Kg		

Note: *Record the Spirit level as Ok / Not Ok (Bubble position in center)



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ANNEXURE VIII

Daily Balance Calibration Record (Capacity: 1000 g)

Location		Balance ID No.	
Least Count	0.1 g	Capacity	1000 g

Month/Year: _____

Standard Weights		Tolerance	Acceptance limit
Lower (1 %)	10.0 g	$\pm 0.01 \approx \pm 0.1$ g	9.9 g – 10.1 g
Middle-I (20 %)	200.0 g	± 0.2 g	199.8 g – 200.2 g
Middle-II (50 %)	500.0 g	± 0.5 g	499.5 g – 500.5 g
Upper (80 %)	800.0 g	± 0.8 g	799.2 g – 800.8 g

Date	Spirit Level	Reading shown on Balance				Remarks	Ckd. By
		10.0 g	200.0 g	500.0 g	800.0 g		

Note: *Record the Spirit level as Ok / Not Ok (Bubble position in center)



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ANNEXURE IX

Daily Balance Calibration Record (Capacity: 300 Kg)

Location		Balance ID No.	
Least Count	50 g	Capacity	300 Kg

Month/Year: _____

Standard weights		Tolerance	Acceptance limit
Lower (1 %)	3.000 Kg	$\pm 0.003 \text{ Kg} \approx \pm 0.05\text{Kg}$	2.95 Kg – 3.05 Kg
Middle-I (20 %)	60.000 Kg	$\pm 0.060 \text{ Kg} \approx \pm 0.10 \text{ Kg}$	59.90 Kg – 60.10 Kg
Middle-II (50 %)	150.000 Kg	$\pm 0.150\text{Kg}$	149.85 Kg – 150.15 Kg
Upper (80 %)	240.000 Kg	$\pm 0.240\text{Kg} \approx \pm 0.25 \text{ Kg}$	239.75Kg – 240.25 Kg

Date	Spirit Level	Reading shown on Balance				Remarks	Ckd. By
		3.00 Kg	60.00 Kg	150.00 Kg	240.00 Kg		

Note: *Record the Spirit level as Ok / Not Ok (Bubble position in center)

