



PHARMA DEVILS

PRODUCTION DEPARTMENT

STANDARD OPERATING PROCEDURE

Department: Production	SOP No.:
Title: Monthly Calibration of Weighing Balance	Effective Date:
Supersedes: Nil	Review Date:
Issue Date:	Page No.:

Vernacular SOP: No

1.0 OBJECTIVE:

1.1 To lay down a procedure for Monthly calibration of weighing balances.

2.0 SCOPE:

2.1 The procedure is applicable to Monthly calibration 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 Checking of balance eccentric accuracy of weighing balances

5.0 PROCEDURE:

5.1 Check the cleanliness of the weighing balance.

5.2 Calibrate and operate the weighing balance as per the SOP (Cleaning, Calibration and Operation of Weighing Balance) for 1 kg, 3 kg, 5 kg, 30 kg, 60 kg, 150 kg, 300 kg, 600 kg and 1000 kg .

5.3 Select the standard weight of checking the eccentric accuracy for various balances based on the capacity as mentioned below-



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3000 g	1500 g	$\pm 1.5 \text{ g} \approx \pm 1.6 \text{ g}$	1498.4 g – 1501.6 g
5000 g	2500 g	$\pm 2.5 \text{ g}$	2497.5 g – 2502.5 g
30 kg	15 kg	$\pm 0.015 \text{ Kg}$	14.985 Kg – 15.015 Kg
60 kg	30 kg	$\pm 0.030 \text{ Kg}$	29.970 Kg – 30.030 Kg
150 kg	75 kg	$\pm 0.075 \text{ Kg} \approx \pm 0.08 \text{ Kg}$	74.92 Kg – 75.08 Kg
300 kg	100 kg	$\pm 0.10 \text{ Kg}$	99.90 Kg – 100.10 Kg
600 kg	100 kg	$\pm 0.1 \text{ Kg}$	99.9 Kg – 100.1 Kg
1000 kg	100 kg	$\pm 0.1 \text{ Kg} \approx \pm 0.2 \text{ kg}$	99.8 Kg – 100.2 Kg

5.4 Place the standard weights at five different points of the platform (all the four corners and middle) for the checking the eccentric accuracy of the balance and record the same in Annexure-I (Balance Eccentricity Inspection Record).

- 1 : Left (upper corner) of platform
- 2 : Left (Lower corner) of platform
- 3 : Right (Upper corner) of Platform
- 4 : Right (Lower corner) of platform
- 5 : Middle of platform

5.5 Display weight at five locations shall be same. Reading observed on balance should not vary more than 0.1 % of the standard weight.

5.6 If the results are exceeding the acceptable limit, inform to maintenance department for necessary corrective action and follow the status labeling SOP for labeling of balance as per SOP (Status Labeling).

5.7 Ensure that the standard weights are certified by the measures department and certificate copy shall be kept in weighing balance trolley.

Note: While handling of weights wear cotton hand gloves.

5.8 **Frequency:** Monthly

6.0 ABBREVIATION (S):

6.1 g : Gram

6.2 Kg : Kilo Gram



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6.3 SOP : Standard Operating Procedure

7.0 REFERENCE (S):

7.1 SOP: Cleaning, Calibration and Operation of Weighing Balance

7.2 SOP: Status Labeling

8.0 ANNEXURE (S):

Annexure No.	Title of Annexure	Format No.	Mode of Execution
Annexure I	Balance Eccentricity Inspection Record		Log Book

9.0 DISTRIBUTION:

9.1 Master Copy (S) : Quality Assurance

9.2 Controlled copy (S) : Production Dept (2), Quality Assurance(1), Store Dept(01)

9.3 Reference copy (S) : Production Dept (26), Store Dept (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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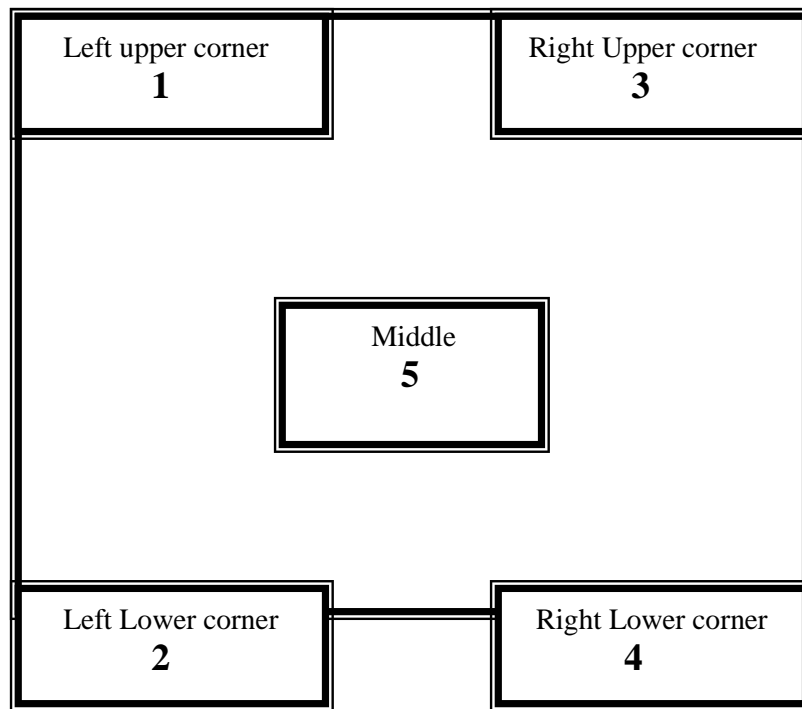
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ANNEXURE I

Balance Eccentricity Inspection Record

Standard weight used: _____

Month / Year: _____



The platform weighing balance

Date	Spirit Level*	Observed weight (in g / kg)					Done by	Ckd. By
		1 Left (Upper corner) of platform	2 Left (Lower corner) of platform	3 Right (Upper corner) of Platform	4 Right (Lower corner) of platform	5 Middle of platform		

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