

Balance Verification Record (Daily/Monthly)

Month / Year			Mar - 26	ID no. and Date of validity of standard weights / Weight Box		Location / Room no.	Sikkim	Platform : Circular/Square/Rectangular													
Balance No.			SH252	ID No.: TA B-29 Validity: 21/11/2026	ID No. NA: Validity: NA	Acceptance Criteria Range	Minimum weight 0.0100	Maximum Weight 209.0000		20% of balance capacity weight 44.0000		40% of balance capacity weight 88.0000		60% of balance capacity weight 132.0000		80% of balance capacity weight 176.0000					
Capacity			0.0001 to 220.0000 gm																		
Operating Range			0.0100 to 209.0000 gm <td rowspan="3">ID No.: NA Validity: NA</td> <td rowspan="3">ID No.: NA Validity: NA</td> <td rowspan="2">From</td> <td rowspan="2">0.0099</td> <th colspan="2">206.9100</th> <th colspan="2">43.5600</th> <th colspan="2">87.1200</th> <th colspan="2">130.6800</th> <th colspan="2">174.2400</th>					ID No.: NA Validity: NA	ID No.: NA Validity: NA	From	0.0099	206.9100		43.5600		87.1200		130.6800		174.2400	
Least Count			0.0001 <td rowspan="2">To</td> <td rowspan="2">0.0101</td> <th colspan="2">211.0900</th> <th colspan="2">44.4400</th> <th colspan="2">88.8800</th> <th colspan="2">133.3200</th> <th colspan="2">177.7600</th>									To	0.0101	211.0900		44.4400		88.8800		133.3200	
Date of validity of Balance calibration			26/08/25																		
Date/Time	Cleaning Status	Sprit level Status	Zero Display	Actual Weight (mg/g/kg)						Weight (20% of balance capacity or nearest value)	Weight (40% of balance capacity or nearest value)	Weight (60% of balance capacity or nearest value)	Weight (80% of balance capacity or nearest value)	Verification status (Complies / Not Complies)	Done by	Checked by	Remarks				
	OK / Not OK			Min					Max												
				1	2	3	4	Centre													
1/3/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity				
2/3/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity				
3/3/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity				
4/3/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity				
5/3/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity				
6/3/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity				
7/3/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity				
8/3/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity				
9/3/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity				

Balance Verification Record (Daily/Monthly)

Date/Time	Cleaning Status	Sprit level Status	Zero Display	Actual Weight (mg/g/kg)						Weight (20% of balance capacity or nearest value)	Weight (40% of balance capacity or nearest value)	Weight (60% of balance capacity or nearest value)	Weight (80% of balance capacity or nearest value)	Verification status (Complies / Not Complies)	Done by	Checked by	Remarks
	OK / Not OK			Min					Max								
				1	2	3	4	Centre									
10/3/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
11/3/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
12/3/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
13/3/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
14/3/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
15/3/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
16/3/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
17/3/2026 17:10	Ok	Ok	0	0.0100	0.0099	0.0101	0.0100	0.0101	211.0845	43.5601	88.8754	132.0012	174.2458	Complies	testing.8	testing.7	-
18/3/2026 09:58	Ok	Ok	0	0.0100	0.0099	0.0101	0.0100	0.0101	206.9101	NA	NA	NA	NA	Complies	testing.8	testing.7	-
19/3/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
20/3/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
21/3/2026 12:34	Ok	Ok	0	0.0100	0.0099	0.0101	0.0100	0.0099	209.0001	NA	NA	NA	NA	Complies	testing.8	testing.7	-
22/3/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
23/3/2026 16:48	Ok	Ok	0	0.0100	0.0100	0.0100	0.0100	0.0100	209.0000	NA	NA	NA	NA	Complies	testing.7	testing.7	-
24/3/2026 10:09	Ok	Ok	0	0.0100	0.0099	0.0101	0.0100	0.0099	209.0000	NA	NA	NA	NA	Complies	testing.8	testing.7	-
25/3/2026 14:31	Ok	Ok	0	0.0100	0.0099	0.0101	0.0100	0.0101	209.0000	NA	NA	NA	NA	Complies	testing.8	testing.7	-

Balance Verification Record (Daily/Monthly)

Date/Time	Cleaning Status	Sprit level Status	Zero Display	Actual Weight (mg/g/kg)						Weight (20% of balance capacity or nearest value)	Weight (40% of balance capacity or nearest value)	Weight (60% of balance capacity or nearest value)	Weight (80% of balance capacity or nearest value)	Verification status (Complies / Not Complies)	Done by	Checked by	Remarks
	OK / Not OK			Min					Max								
				1	2	3	4	Centre									
26/3/2026 12:01	Ok	Ok	0	0.0100	0.0099	0.0101	0.0100	0.0099	209.0000	NA	NA	NA	NA	Complies	testing.8	testing.7	-
27/3/2026 16:31	Ok	Ok	0	0.0100	0.0099	0.0101	0.0100	0.0099	209.0000	NA	NA	NA	NA	Complies	testing.7	-	-
28/3/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
29/3/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
30/3/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
31/3/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity

Note:

- *Verification with 20%, 40%, 60% & 80% weight of balance capacity shall be performed on monthly basis (Preferably 1st day of month).
- If the performance check results are not complies, raise the breakdown memo as per SOP no. ENG-040 and put "UNDERMAINTENANCE" label on the balance.
- Place minimum weight of operating range, on the Centre and four corners of platform in case of balance having rectangular / square platform.
- Place minimum weight of entire operating range, in centre of the platform in case of balance having circular platform.