

Balance Verification Record (Daily/Monthly)

Month / Year			Sept - 26	ID no. and Date of validity of standard weights / Weight Box		Location / Room no.	Halol	Platform : Circular/Square/Rectangular									
Balance No.			CE-158	ID No.: H SW-07 Validity: 03/09/2027	ID No. NA: Validity: NA	Acceptance Criteria Range	Minimum weight 0.0100	Maximum Weight 304.0000		20% of balance capacity weight 64.0000		40% of balance capacity weight 128.0000		60% of balance capacity weight 192.0000		80% of balance capacity weight 256.0000	
Capacity			0.0001 to 320.0000 g					300.9600		63.3600		126.7200		190.0800		253.400	
Operating Range			0.0100 to 304.0000 g	ID No.: NA Validity: NA	ID No.: NA Validity: NA	From	0.0099	300.9600		63.3600		126.7200		190.0800		253.400	
Least Count			0.0001					307.0400		64.6400		129.2800		193.9200		258.5600	
Date of validity of Balance calibration			07/09/27			To	0.0101	307.0400		64.6400		129.2800		193.9200		258.5600	
Date/Time	Cleaning Status	Spirit 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								
1/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
2/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
3/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
4/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
5/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
6/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
7/9/2026 16:10	Ok	Ok	0	0.0100	0.0100	0.0100	0.0100	0.0100	304.0000	64.0000	128.0000	192.0000	256.0000	Complies	4010	4003	-
8/9/2026 09:33	Ok	Ok	0	0.0100	0.0100	0.0100	0.0100	0.0100	304.0000	NA	NA	NA	NA	Complies	4010	4003	-
9/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity

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	OK / Not OK			Min					Max								
				1	2	3	4	Centre									
10/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
11/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
12/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
13/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
14/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
15/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
16/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
17/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
18/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
19/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
20/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
21/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
22/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
23/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
24/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity

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	OK / Not OK			Min					Max								
				1	2	3	4	Centre									
25/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
26/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
27/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
28/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
29/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
30/9/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	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.