

Balance Verification Record (Daily/Monthly)

Month / Year			Aug - 26	ID no. and Date of validity of standard weights / Weight Box		Location / Room no.	Halol	Platform : Circular/Square/Rectangular									
Balance No.			HC-105	ID No.: H SW-07 Validity: 03/09/2026	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 g														
Operating Range			0.0100 to 209.0000 g	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														
Date of validity of Balance calibration			01/08/27				To	0.0101	211.0900		44.4400		88.8800		133.3200		177.7600
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								
1/8/2026 16:44	Ok	Ok	0	0.0100	0.0100	0.0100	0.0100	0.0100	209.0000	44.0000	88.0000	132.0000	176.0000	Complies	4006	4001	-
2/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
3/8/2026 09:48	Ok	Ok	0	0.0100	0.0100	0.0100	0.0100	0.0100	209.0000	NA	NA	NA	NA	Complies	4006	4001	-
4/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
5/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
6/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
7/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
8/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
9/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity

Balance Verification Record (Daily/Monthly)

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									
10/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
11/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
12/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
13/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
14/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
15/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
16/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
17/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
18/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
19/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
20/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
21/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
22/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
23/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
24/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity

Balance Verification Record (Daily/Monthly)

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									
25/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
26/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
27/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
28/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
29/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
30/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	No Activity
31/8/2026	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	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.