

## 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<br>Validity: 03/09/2026                      | ID No. NA:<br>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 |                                                              |                            |                           |                       | 206.9100                               |          | 43.5600                                           |                                                   | 87.1200                                           |                                                   | 130.6800                                     |         | 174.2400                                |             |
| Operating Range                         |                 |                     | 0.0100 to 209.0000 g | ID No.: NA<br>Validity: NA                                   | ID No.: NA<br>Validity: NA | From                      | 0.0099                | 206.9100                               |          | 43.5600                                           |                                                   | 87.1200                                           |                                                   | 130.6800                                     |         | 174.2400                                |             |
| Least Count                             |                 |                     | 0.0001               |                                                              |                            |                           |                       | 211.0900                               |          | 44.4400                                           |                                                   | 88.8800                                           |                                                   | 133.3200                                     |         | 177.7600                                |             |
| 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 1<sup>st</sup> 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.