* **Operational Steps**:

1. First of all clean the apparatus properly before use.
2. Turn on the balance scale.
3. Check the calibration of the weighing scale using the STD weight. In case of any variation contact electrical in-charge regarding calibration of the instrument.
4. TARE the balance before every weighing.
5. Place the sample on the balance and note down the weight.
6. After doing all these tasks, set the raw material in order.
7. Make the final weighing recipe.
8. After this, do the weighing from the final weighing recipe.

* **Precautions:**

1. Do not move the weighing balance in any case.
2. Carefully use the knife or blade for tear the bag.
3. Do not change the configuration of the instrument.
4. Ensure that the instrument is not affected with the draft of air.
5. Clean your hands before using the instrument.
6. Plug and wire should be properly covered.
7. Maintain personal hygiene and avoid to mixing hair, nails and bloods etc into the material.