
	GILES CHEMICAL ~ PREMIER MAGNESIA		
	Company Procedure		
	Title: General Analytical Balance Calibration Check	Number: L16-PR-100-071	
	Owner: Josh Ladet	Revision: 01	
	Effective Date: 3/06/17	Page: 1 of 2	

## 1.0 Purpose

This SOP will address the basic procedure, and frequency for the calibration check of the analytical balance used for General related analysis.

## 2.0 Scope

This procedure applies to the General analytical balance. A calibration check will be performed on the analytical balance by QA Lab personnel daily.

## 3.0 Responsibility

QA Lab personnel are responsible for performing this procedure.

## 4.0 Safety Considerations

Safety is a condition of employment. Employees are not authorized to work in an unsafe manner and are prohibited from harming the environment of the facility or community.

## 5.0 Materials/Equipment

- Forceps
- Calibration Weights

## 6.0 Procedure



1. Clean balance of any dust or powder using the brush supplied with the check weights, which are in the marked box in the second drawer below the analytical balance. After cleaning close all balance doors.
2. Press zero key and check that digital readout reads 0.0000 g within 4 seconds. Repeat once if digital readout fails to display 0.0000 g within 4 seconds.
3. Check the accuracy of the balance by carefully weighing the check weights. Always use the forceps provided to handle the calibration weights. Do NOT handle the weights with fingers. Use the 100 g weight and then the 5 g weight. Record the data and results in the *General Analytical Balance Calibration Check Log (L16-PR-100-F071)*.

### Evaluation:

For each check weight evaluate whether the noted value exceeds the defined "Warning Limit".  
For each check weight evaluate whether the noted value exceeds the defined "Control Limit".

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#### **Deviation:**

##### **Warning Limit**

If the *Warning Limit* is exceeded repeat the test. If the *Warning Limit* is again exceeded, level the balance, perform adjustments with built-in or external adjustment weights and repeat the test. If the warning limit is still exceeded, report the problem to the laboratory supervisor or the person responsible for the balance and contact Mettler Toledo's service organization for advice.

##### **Control Limit**

If the control limit is exceeded report the problem to the laboratory supervisor or the person responsible for the balance, mark the balance as "out of control limits" and contact Mettler Toledo's service organization for advice.

## **7.0 Reference Documents**

*General Analytical Balance Calibration Check Log (L16-PR-100-F071)*

## **8.0 Change Information**

Updated scope text from weekly to daily calibration checks.

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