



*Leaving no trade unrecorded*

## GUIDELINES FOR WEIGHING AND MEASURING



GHANA  
STATISTICAL SERVICE

# Outline of Presentation

- Introduction
- Purpose and learning outcomes
- Key indicators
- Types of scale
- Guidelines for weighing and recording
- How to weigh units of measure
- When to use hanging scale or T-scale
- Safety precautions on the use of the scale
- Revision

# Introduction (1/2)

- The success of the ICBT survey is dependent on accurately capturing the correct unit of measure, weights, and price per unit for each traded commodity at the border.
- In this regard, it is essential to have a product list that includes the unit of measurement, weight, and price.
- This is critical for the main ICBT fieldwork because using this approach, field Interviewers only need to enter a product they observe, along with its unit of measurement and quantity, and the weight and price will be automatically filled in.

## Introduction (2/2)

- However, the types of products, units of measures, weights and prices will not be uniform over the entire country.
- Therefore, it is important to embark on this exercise to create a unique product catalogue for each district.
- These inputs will be inbuilt in the CAPI application system to minimize error of manual calculation in the main survey.

# Purpose and learning outcomes

The purpose of this presentation is to equip trainees with knowledge and skills to enable them accurately weigh and record unique products that crosses respective border post using weighing scales.

By the end of this presentation, trainees should be able to:

1. know the types of scales to be used for the survey and how to use it;
2. know the guidelines of weighing and recording and capturing pictures;
3. weigh various products by the unit of measure; and
4. know how to accurately record the responses.

## Key Indicators

- **Unit of measure:** classification of products by the type of packaging.
- **Weight:** individual products by various respective units of measure and their weight.

# Types of Scale (1/3)

Two types of scale will be used in this exercise

- Hanging scale
- T-Scale

# Types of Scale (2/3)

## Hanging scale

- Fully electronic
- Min weight: 0.2 kilograms (kg)
- Max weight: 100/150 kilograms (Kg)





# Types of Scale (3/3)

## T scale

- Fully electronic
- Min weight: 0.2 kilograms (kg)
- Max weight: 100 kilograms (Kg)



# Guidelines for Weighing and Recording (1/2)

- Only use the weighing **scales you have been provided.**
- Place scale on **even surfaces**
- Keep scale **clear of other objects**, including any spillage from containers.
  - For instance, grains that fall off a heaped container onto the scale should be cleared before weighing the next product

# Guidelines for Weighing and Recording (2/2)

## **Weighing of large and heavy units or items!**

- Weigh each unit separately rather than in bulk or several quantities.
- Weigh products without add-ons.
- This is because the scale will record the initial weight of item placed on it.
- Any extra addition will give wrong readings on the scale.



# Weighing Units of Goods (1/3)

- It is important to note that the exercise seeks to record the weight of products crossing with different units.
- Let's take an example of a single product like maize. If the maize is packaged in different units by the same trader or a different trader, all different units must be weighed and recorded.



shutterstock.com · 123214801

# Weighing Units of Goods (2/3)

- If a product crosses in the same unit of measure at a particular border, then once you have captured the product characteristics, you don't record it again when another trader is crossing with the same product in the same unit of measure.





# Weighing Units of Goods (3/3)

- If a tricycle transports a number of products in the same unit of measure, record only the weight of one unit of the same product.



# How to weigh units of products using the T scale (1/2)

1. Place the scale on a stable horizontal flat surface
2. Press the (ON/OFF) button to turn the scale on and off.
3. Wait till the display “0.000kg” shows

# How to weigh units of products using the T scale (2/2)

4. Place the product on the weighing scale gently.
5. Wait for the reading on the scale to stabilize and record the weight displayed.



# How To Use the Hanging Scale (1/2)

1. Ensure that the hanging scale is clean and free from dust or debris.
2. Make sure the item you want to weigh has a secure attachment or handle where the hanging scale can be hooked.
3. Hang the scale from a high location (such as a beam or hook)
4. Hook the item securely onto the scale's hook.

# How To Use The Hanging Scale (1/2)

5. Allow the item to stabilize (if it's moving) before taking the measurement.
6. The scale will display the weight on its digital screen or dial.
7. Record the weight for your records.

# When to Use Hanging Scale or T-Scale

- The hanging scale and T-scale can be used interchangeably to measure or weigh products.
- However, there are units of measure which are easier to measure using a T-scale as compared to a hanging scale.
- An example is using a hanging scale to weigh a pan and a sack. This is easily measured or weighed using a T-scale as compared to a hanging scale.

# Safety Precautions on the Use of the Scale

1. Be cautious when handling heavy loads. Use proper lifting techniques.
2. Don't drop or hit the scale to avoid damage.
3. Carefully place items to be weighed onto the scale. Do not drop the item carelessly onto the scale.

# Photo Taking

- It is important to take the picture of item weighed from a good angle to capture the item weighed on the scale well.

It is important to take a good picture to

- a) To compile a **Photo library** which will serve as a reference document for the various units of measure across regions.
- b) The pictures will be used as a reference educational material during the main training for the ICBT project and has to be informative.

# Guidelines for Photo Taking (1/2)

Effective and easy-to-interpret reference photos must adhere to the following guidelines:

- Photos should be well-lit so that the items can be easily seen
- Photos should be taken either from a side angle, directly horizontal to the item, or slightly above horizontal;
- **The key is to ensure that the full unit of measure of the item is conveyed in the photo.**

# Guidelines for Photo Taking (2/2)

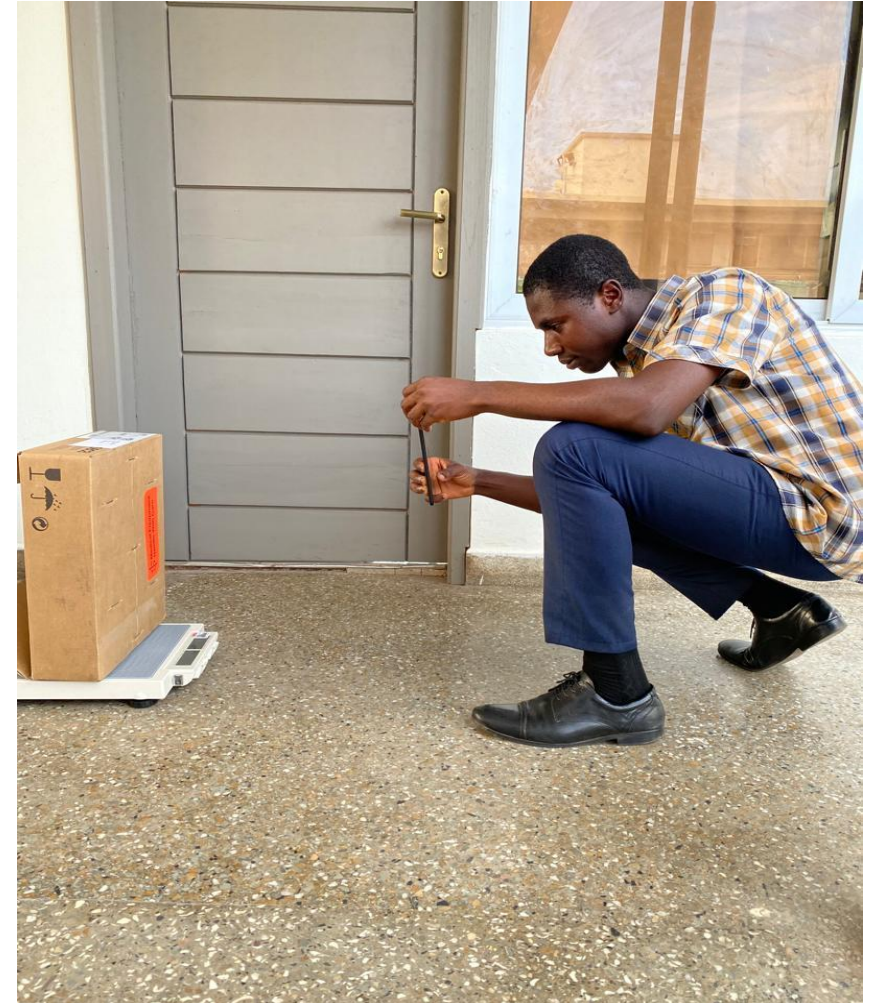
- It is not appropriate to take the picture from a vertical perspective because of the potential of not getting the full unit of measure in view or the potential of your footwear showing in the image.





# Wrong Way of Taking the Picture

- It is appropriate to take the picture from a horizontal perspective or side angle to get the full unit of measure in view and avoid the potential of your footwear showing in the image.





# Revision

- 1) What are the types of scales to be used for the survey and how to use it?
- 2) What are the guidelines of weighing and recording and capturing pictures?
- 3) How do you weigh various products by the unit of measure?
- 4) How do you accurately record the responses?

# Revision

- 1) Refer to field manual page 53
- 2) Refer to field manual page 54-55, 56-57
- 3) Refer to field manual page 54-55
- 4) Refer to field manual page 54

# THANK YOU

Please Any Question...?

