	<b>COROMANDEL INTERNATIONAL LIMITED</b> Sarigam	Doc No.: <b>INST / SOP/ 13</b>
<b>Issue No.01</b>	DEPARTMENTAL MANUAL OF INSTRUMENT	<b>Issue/ Revision</b> <b>Date: 02/10/2017</b>
<b>Revision: 00</b>	Title: SAFE OPERATING PROCEDURE FOR ELECTRONIC WEIGHING SCALE SERVICE AND CALIBRATION	<b>Page 1 of 2</b>

## 1.0 PURPOSE:

For inspection/Calibration of Electronic weighing Scale to maintain reliability.

## 2.0 SCOPE:

This procedure is applicable for inspection/Calibration of Electronic weighing scale & weigh Bridge in plant and store area.


## 3.0 DEFINITION:

NIL

## 4.0 PROCEDURE:

- 4.1 Take work permit from the plant shift officer/ area in-charge for which Electronic weighing scale or weighbridge you want to calibrate or inspect.
- 4.2 Inspect the weighing scale in process plant, ware house or store area relevant to following points, and put remarks in Inspection record format no: INST/F/04.
- 4.3 Note down the initial indicator reading of the weighing scale, which you want to calibrate/ inspect.
- 4.4 Put initially 20kg weight above the platform and check the reading with adding 20kg with the initial reading.
- 4.5 Put another 50kg weight on the platform and check the reading with adding the previous reading of the weight.
- 4.6 If there is the variation of load, then calibrate the system with zero & span calibration (with taken the 100 to 250 kg weight) as per calibration procedure sheet of different model as well as different make.
- 4.7 Check the status of load cell & supporting frame; if it is corroded/fully damaged then replace the same. If it is not corroded/ damaged, then clean and grease it properly.
- 4.8 Check the roller condition & grease it. ( It should be always free.)
- 4.9 Check the load cell wire condition and cable dressing whether it is proper or not. If it is improper then dress it.
- 4.10 Check the load cell JB condition, whether all the bolting are fixed & properly mounted & ensure proper tightness.
- 4.11 Check the painting of JB and indicator. If not painted, then paint it.

Prepared By :	Reviewed By :	Approved By :
Name :	Name :	Name :
Date :	Date :	Date :

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**4.12** When all the above procedure is completed, then the report and work permit is to be signed by plant officer and hand over the tanks to the process department.

## **5.0 FREQUENCY:**

5.1 At the time of initial startup after shutdown of more than two weeks.

5.2 After every 6 months, if plant is running.

## **6.0 RESPONSIBILITIES:**

Asst. Manager / Sr.-officer / Area in-charge (Inst.)

## **7.0 ACCOUNTABILITY**

Section Head

## **8.0 RECORDS:**

Test reports should be maintained for the one year.

## **9.0 ATTACHMENTS :**

<b>Sr. No.</b>	<b>Format</b>	<b>Format No.</b>
1	Preventive maintenance check points-Weighing scale	INST/F/04

## **10.0 CHANGE RECORD :**

<b>Date</b>	<b>REV. NO.</b>	<b>CHANGES INCORPORATED</b>
02/10/2017	00	Original Issue

**\*\* END OF PROCEDURE \*\***

Prepared By :	Reviewed By :	Approved By :
Name :	Name :	Name :
Date :	Date :	Date :