

DAILY VERIFICATION RECORD OF WEIGHING BALANCE

Page No.: 1 of 1

Make / Model		Frequency	Daily
Sr. No.		Std. Wt. box ID No.	
ID No.		Std. Wt. box Certificate No.	
Capacity	360 g	Wt. box Calibration valid up to	
Least Count	0.001 g	Spirit level	OK / Not OK / NA

Daily Verification with Standard Weights: Month of : _____ Year: _____

Sr. No.	Date	Std. Wt.	Actual wt. of Std. wt.	Observed weight	Tolerance ($\pm 0.1\%$) of Actual wt. of Std. wt. (Acceptance Limit)	Status OK / Not OK	Verification Done By
		20 mg					
		100 g					
		300 g					
		20 mg					
		100 g					
		300 g					
		20 mg					
		100 g					
		300 g					
		20 mg					
		100 g					
		300 g					
		20 mg					
		100 g					
		300 g					
		20 mg					
		100 g					
		300 g					
		20 mg					
		100 g					
		300 g					

In case of OOS; inform to maintenance department.

Done By	Checked By	Verified By (QA)
Sign. / Date	Sign. / Date	Sign. / Date