

## LOUISIANA DEPARTMENT OF TRANSPORTATION & DEVELOPMENT VERIFICATION PROCEDURE

### BALANCE / SCALE

#### Equipment

1. A set of certified weights

#### Procedure

1. The balance is turned on and allowed to warm up as recommended by the balance manufacturer for verification with the certified weights in area.
2. Check the balance for weighing range, last calibration date and operation.
3. Check the level of the balance and adjust if necessary.
4. Place the certified weights on the balance beginning with the smallest increment and increase increment of 10% or less of the capacity throughout the range of the balance noting any inaccuracy. Don't touch the certified weights with your hand. Handle the weights with lifter or chamois cloth.
5. Check corner loading and adjust if necessary.
6. Clean the balance and adjust the calibration of the balance in accordance with manufacturer's instructions to the tolerance of AASHTO M231. Eliminate any air current or vibrations. It should be noted that each make and model of balances has its own calibration procedure. Follow the manufacturer's calibrating procedure when verifying a balance or scale.
7. Perform the weighing test by placing the certified weights on the balance beginning with the smallest increment and increase increment of 10% or less of the capacity throughout the range of the balance or scale. Record the certified weights and the balance readings on the Balance Calibration Report.
8. Check these readings to ensure all readings are within specifications.
9. If a balance or scale meets specifications, place a decal on the balance or scale showing the date verified and by whom.
10. A copy of the Certification of Calibration and Balance or Scale Calibration Report and data verified and by whom.
11. If a balance doesn't meet the specifications, it is taken from service until repairs and calibration is made.