

CALAMBA WATER DISTRICT			
TITLE: Operation of Kern Electronic Balance			
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1.0 PURPOSE

- 1.1 The objective of this procedure is to provide standard instruction for the operation Kern Electronic Balance.
- 1.2 To determine and provide the resources needed to ensure valid and reliable results when monitoring or measuring is used to verify the conformity of products and services to requirements.
- 1.3 To ensure that the resources provided:
 - a) are suitable for the specific type of monitoring and measurement activities being undertaken;
 - b) are maintained to ensure continuing fitness for their purpose.
- 1.4 retain appropriate documented information as evidence of fitness for purpose of the monitoring and measurement resources.

2.0 SCOPE


- 2.1 This applies to the safe operation of the balance by the authorized laboratory personnel.
- 2.2 Measurement traceability. When measurement traceability is a requirement, or is considered by CWD to be an essential part of providing confidence in the validity of measurement results, measuring equipment shall be:
 - a) calibrated or verified, or both, at specified intervals, or prior to use, against measurement standards traceable to international or national measurement standards; when no such standards exist, the basis used for calibration or verification shall be retained as documented information;
 - b) identified in order to determine their status;
 - c) safeguarded from adjustments, damage or deterioration that would invalidate the calibration status and subsequent measurement results.
- 2.3 To determine if the validity of previous measurement results has been adversely affected when measuring equipment is found to be unfit for its intended purpose, and shall take appropriate action as necessary.

3.0 RESPONSIBILITY

- 3.1 The Head of Laboratory shall manage the administrative and technical operations of the laboratory.
- 3.2 The Laboratory Analyst must control and maintain the equipment.

4.0 DEFINITION OF TERMS

- 4.1 Calibration – is the comparison of measurement values delivered by a device under test with those of a calibration standard of known accuracy.


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5.0 PROCESS FLOW STEPS




STEP	INPUT	PROCESS FLOW	OUTPUT	RESPONSIBLE
1	Operation Checklist for Kern Electronic Balance	START		
		Plug the main adapter (230 V AC / 8V DC / 400 mA) in the socket		Laboratory Analyst
2		Adjust the leveling screws to ensure the balance is at stable, horizontal position by viewing at the air bubble.		Laboratory Analyst
3		Warm-up the balance for 5 minutes		Laboratory Analyst
4		The balance is provided with power if the symbol (*) is visible		Laboratory Analyst
5		Place the balance in the weighing mode by pressing the on/off key		Laboratory Analyst
6		Set the balance to zero by pressing the tare key		Laboratory Analyst
7		Place the vessel on the weighing pan		Laboratory Analyst
8		Press the tare key, balance display turns to 0.00g		Laboratory Analyst
9		Put the load on the vessel and read off the weighing value.	Media operation form / Equipment Monitoring Form	Laboratory Analyst
		Use a brush to remove powder spills and cloth to clean the pan		Laboratory Analyst
		END		

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6.0 PROCESS DETAILS

6.1 Preparation



Plug the main adapter (230 V AC / 9V DC / 400 mA) in the socket	
Adjust the leveling screws to ensure the balance is at stable, horizontal position by viewing at the air bubble. Air bubble must be at the center of the circular marking.	
Warm-up the balance for 5 minutes	

6.2 Operation

The balance is provided with power if the symbol (*) is visible	
Place the balance in the weighing mode by pressing the on/off key	
Set the balance to zero by pressing the tare key	

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Place the vessel on the weighing pan	
Press the tare key, balance display turns to 0.00g	
Put the load on the vessel and read off the weighing value.	

6.3 Cleaning

Use a brush to remove powder spills and cloth to clean the pan

6.4 HEALTH AND SAFETY

- 6.4.1 Personal Protective Equipment (Face mask and Laboratory Gown) must worn when weighing media
- 6.4.2 Never use the balance in rooms where there is a danger of explosion.

7.0 RECORDS RETENTION

- 7.1 Active Retention = indefinite retention period for current or active documents for both electronic and hard copy Master Copy.
- 7.2 Inactive/Archival Retention – shall be kept for active three (3) years or may request for an extension as deemed necessary (hardcopy); for electronic/soft file; it shall be kept in a separate folder named "Obsolete Master Copy/Original".

8.0 REFERENCE

- 8.1 ISO 9001:2015 QMS Standard
- 8.2 Kern Electronic Balance Operation Manual

9.0 ATTACHMENTS

- 9.1 Equipment Monitoring Form

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10.0 DISTRIBUTION LIST

Note 1: Select Relevant Recipient to Appear in below List.

COPY HOLDER NO.	DEPT/SEC./COPY HOLDER
1b	General Manager
8	Laboratory (Quality Control Division)

Note 2: Master Copy is in the custody of the Document Control Center.

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