

Month / year Laboratory / site Instrument ID Location Owner SOP / reference

DAILY CHECK	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Clean weighing area																
Level and environment																
Readiness and adjustment																
Weighing practice																

DAILY CHECK	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Clean weighing area															
Level and environment															
Readiness and adjustment															
Weighing practice															

FORTNIGHTLY CHECKS - complete twice each month

Detailed cleaning: Remove only approved parts without tools; clean with compatible materials and reassemble correctly. Do not spray liquid directly onto the balance or

F1

☐

F2

☐

Pan, shield and accessories: Inspect the pan, drip tray, draft shield, doors, ioniser, cables, printer and other fitted accessories for cleanliness, damage and secure fit.

F1

☐

F2

☐

MONTHLY REVIEW

☐

Performance status: Confirm required calibration, sensitivity, repeatability and routine checks remain current at the laboratory's

POST-MAINTENANCE / RETURN TO USE

☐

Reassembly, function and qualification impact assessed and recorded.

Concerns / task reference:

Annual servicing is one important control - not a year-round maintenance strategy.

Laboratory balances are exposed to product residues, repeated loading, environmental change and handling throughout the year. Their condition needs maintaining between service visits through appropriate cleaning, levelling, checks and timely response to unstable or failed results.

DAILY

Clean weighing area

Confirm the pan, drip tray, draft shield and surrounding bench are clean, dry and free from loose material. Remove spills promptly without directing debris into openings.

DAILY

Level and environment

Confirm the level indication is satisfactory and notice draughts, vibration, temperature change, humidity, static electricity or magnetic effects.

FORTNIGHTLY

Detailed cleaning

Remove only approved parts without tools; clean with compatible materials and reassemble correctly. Do not spray liquid directly onto the balance or push debris into internal openings.

FORTNIGHTLY

Pan, shield and accessories

Inspect the pan, drip tray, draft shield, doors, ioniser, cables, printer and other fitted accessories for cleanliness, damage and secure fit.

MONTHLY

Performance status

Confirm required calibration, sensitivity, repeatability and routine checks remain current at the laboratory's approved interval.

MONTHLY

Minimum-weight control

Confirm the balance remains suitable for the smallest net sample quantity in the approved procedure and that any established minimum weight remains current.

SHUTDOWN

Clean, secure and leave the instrument in its defined state.

POST-MAINTENANCE

Check reassembly and function; assess verification or qualification impact.

METHOD CONTROL

Current standard, method, OEM manual and SOP remain controlling.

PAUSE AND INVESTIGATE WHEN YOU SEE

• Unstable display

The reading will not settle or changes with nearby movement, airflow or handling.

• Zero drift

Zero moves repeatedly after stabilisation or between comparable weighings.

• Routine test failure

A sensitivity, repeatability or check-weight result falls outside its approved limit.

• Slow settling

Stabilisation takes longer than normal under comparable conditions.

• Residue or spill

Powder, liquid or residue is present beneath the pan or inside the draft shield.

• Level, adjustment or status warning

The instrument indicates poor levelling, overload, adjustment or another diagnostic concern.

MONTH-END REVIEW

Reviewed by: _____ Date: _____ Outcome / follow-up: _____