

**Analytical Balance Check Sheet:**

Balance ID: \_\_\_\_\_

Date	Check Weight Expected Value	Check Weight Actual Value	Actual weight within limits**		Initials
			Yes	No*	

Balance is checked each day of use with one calibrated weight in the approximate range of the samples being weighed.

\* If the check weight is not within acceptable limits see the section supervisor.

\*\* Acceptable limits are calculated based on  $\pm 1\%$  of the true mass as reported on annual calibration certificates.