## **Analytical Balance Check Sheet:**

Balance ID:	

**Effective: 5/6/2024** 

Date	Mass/Weight Used	Mass/Weight Empirical Value	Balance within Acceptable Limits**  Yes No*		Initials
		-	Yes	NO	
			_		

Balance is checked each day of use with at least one (1) calibrated weight.

<sup>\*</sup>If mass/weight is outside acceptable limits the balance should not be used until either a Lead Examiner or Section Supervisor is notified and the issue is resolved.

<sup>\*\*</sup>Acceptable limits are calculated based on  $\pm 5\%$  of the true weight/mass that is used.