**Monthly Balance Verification Log [Version 6/30/23]**

Use at least one weight in the range of use. Weights must be at least class 1 or 2 and certified every 5 years.

**Lab: ­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ YEAR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Weight True Value**  **[include g or mg]** | **Control Limits\***  **[indicate ± 0.5% for ≥ 1 g,**  **indicate ± 2% for ≤900 mg]** | **Control Limit Ranges** |
| *Example: 1 g* | *±0.5%* | *0.9995 – 1.0005 g* |
| *Example: 500 mg* | *±2%* | *0.4990 – 0.5010 g* |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Month** | **Date** | **Initials** | **Weight True Value**  **(g or mg)** | **Weight Measured Value**  **(g or mg)** | **Pass? (Y/N)** |
| Jan |  |  |  |  |  |
|  |  |  |
| Feb |  |  |  |  |  |
|  |  |  |
| Mar |  |  |  |  |  |
|  |  |  |
| Apr |  |  |  |  |  |
|  |  |  |
| May |  |  |  |  |  |
|  |  |  |
| June |  |  |  |  |  |
|  |  |  |
| July |  |  |  |  |  |
|  |  |  |
| Aug |  |  |  |  |  |
|  |  |  |
| Sept |  |  |  |  |  |
|  |  |  |
| Oct |  |  |  |  |  |
|  |  |  |
| Nov |  |  |  |  |  |
|  |  |  |
| Dec |  |  |  |  |  |
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**\* There are many ways that balance verification can be done and documented.**

**This form is just one example of how to document monthly balance verification. If you have any questions on this form, contact the Laboratory Certification and Registration Program. This form is only a guide, and it is the lab’s responsibility to ensure that requirements are met.**