

Annex 9

Maintenance of equipment and calibrating

Maintenance of equipment

To ensure the accuracy of the measurements, proper care and maintenance of the equipment used for weighing or length/height measurement is essential. All equipment must be kept clean, stored at normal indoor temperature and protected from humidity and wetness.

When the instrument is used for the first time the accuracy of the measurements should be checked by using standard measurements. Thereafter this procedure has to be repeated to check the accuracy of weighing or length/height measuring equipment at regular intervals as recommended for that particular equipment.

Checking and ensuring the accuracy of weighing scales

Check accuracy of scales using standard weight sets once in every three months for the beam balance scales, and once a month for spring balance scales.

For infant beam balance scale, the standard weights of 10g, 100g, 500g, 1 kg and 2 kg should be used. 10 g weight is not required for the spring balance scale. For the adult beam balance scale weights from 100g to 5 kg can be used.

When standard weights are not available, a known and accurate weight can be used instead for this purpose.

If the measurement is not accurate calibration of the instrument is required. If it is a fixed error (e.g. for all the weights the readings of the measurement give a 0.2 kg difference in the same direction), the measurement can be carried out using the correct method and the fixed difference can be corrected from the subsequent reading, but the measurer should be vigilant as this fixed error can change with the passage of time.

If the error is not a fixed error, the equipment cannot be used for weighing.

Checking and ensuring the accuracy of length/height measuring scales

- When assembling the length/height boards/ rods, measure rods of known length to check that they are assembled correctly.
- Check that the joints are tight and straight. If not, tighten or straighten them.
- Check that the measuring tape can be read clearly. If it is too worn to be read, it should be replaced.