

 City of Dallas	Document Number:	SAN-WKI-210	Revision Number:	4
	Approved By:	Business Manager	Effective Date:	1-22-2015
	Description of Last Change	Updated Scope to include Bachman and Records		
Document Title:	Scale Calibration Process 7.6 in ISO 9001			

PURPOSE: This document will inform the reader of the steps involved when scales are being calibrated.

SCOPE: McCommas Bluff Landfill (MBLF) Scale House(s) and Bachman Transfer Station

RESPONSIBILITY & AUTHORITY: MBLF Scale House Supervisor(s) and Senior Customer Service Representatives (Sr. CSRs)

Safety: Follow all applicable City of Dallas safety guidelines associated with this work instruction/procedure.

Environmental: Follow all applicable City of Dallas Environmental procedures associated with this work instruction/procedure.

PROCEDURE

1. Situations that will require scales to be calibrated are as follows:
 - a. Standard regular preventive maintenance (PM) work being done on all scales
 - b. A scale failure either mechanical or inclement weather that may require a load cell or other electrical device replacement on a particular scale.
 - c. Observations or complaints of erratic scale readings usually involving one isolated scale.
2. If failure is observed on one particular scale, the appropriate vendor is contacted and notified of the findings or observations.
3. If PM is involved, the contracted vendor will phone in advance and notify the Scale House of the upcoming PM planned date and time.
4. Vendor will shut down one lane at a time and perform the PM, on scale. The process will involve setting test weights on three sections of each scale to check for accuracy. Adjustments are made as needed, and calibrations are set and recorded on vendors Calibration Certificate Form.
5. If repair is performed on a particular scale, the vendor will perform electrical test to determine reason for failure and perform necessary repairs. Upon completion of repairs, the vendor will then perform the calibration steps noted above to complete the process on the failed scale. Once completed, the scale will be re-opened.
6. The vendor will then have supervisor sign the Calibration Certificate Form, and leave a copy of each for every scale that required calibration.
7. The supervisor will then record the results on the Calibration Log Sheet (SAN-FRM-222) and attach vendors Calibration Certificate Form for each scale calibrated and file in Vendors File Folder and maintained per the appropriate retention time.

REFERENCES:

Vendors File Folder

RECORDS:

Calibration Certificate Form (External)

SAN-FRM-222 Calibration Log Sheet