

Observer Code: _____ Trip ID: _____

Observer Scale Test Log

Use this form to document scale calibration test results. Each scale should be tested when gear is issued and prior to the gear check-in (be sure to circle which check you are completing). Use a separate table for each scale. Record the scale model and serial number and the test results as shown in the example.

To test the accuracy of the scale, 3 different known weights should be placed on the scale. The following are acceptable weight ranges for testing the scales. The observer should alert the Logistics Manager regarding any scale outside of these ranges.

2 kg test weights	2 kg scale test Acceptable weight ranges	50 kg test weights	50 kg scale test Acceptable weight ranges
0.5 kg	0.45 – 0.55 kg	10 kg	9.8 – 10.2 kg
1.0 kg	0.95 – 1.05 kg	20 kg	19.8 – 20.2 kg
1.5 kg	1.45 – 1.55 kg	35 kg	34.8 – 35.2 kg

Example

Gear check out		Gear check in		Gear check out		Gear check in	
Model / serial #: 2 kg / 003				Model / serial #			
Wt Standard (kg)	Test results (kg)	Date	Initials	Wt Standard (kg)	Test results (kg)	Date	Initials
0.5	0.52	24/3/12	KSD				
1.0	1.03	24/3/12	KSD				
1.5	1.53	24/3/12	KSD				

Gear check out		Gear check in		Gear check out		Gear check in	
Model / serial #:				Model / serial #			
Wt Standard (kg)	Test results (kg)	Date	Initials	Wt Standard (kg)	Test results (kg)	Date	Initials

Gear check out		Gear check in		Gear check out		Gear check in	
Model / serial #:				Model / serial #			
Wt Standard (kg)	Test results (kg)	Date	Initials	Wt Standard (kg)	Test results (kg)	Date	Initials