

Company Name XXX	STANDARD OPERATING PROCEDURE FOR RAW MATERIALS WEIGHING		Page 1 of 1
			No XXX
	Department	Section	Validity date XXX
Prepared by XXX Date XXX	Checked by XXX Date XXX	Approved by XXX Date XXX	Replaced No. XXX Date XXX

1. Verify the function of weighing balance at least once a day when starting to use the balance, by:
 - 1.1. check zero point , should indicate zero position/ in the middle.
 - 1.2. placed several weighing loads , successively and read the weighing result
2. Check the cleanliness of weighing area / room . This area / room should be freed from unnecessary materials, except the materials going to be weighed.
3. Check the cleanliness of balances, pails other containers for weighing
4. Raw material packaging should be cleaned from dust etc, before entering weighing area / weighing room.
5. Balance capacity should be considered and related to the quantity of raw materials going to be weighed . Some regulation on this method are available , depend on the capacity and sensitivity of each balance.
6. Operators working in this area / room should wear dry and cleaned protecting clothes, gloves , hair net and masker..