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Weighing Technology Services Ltd

"Leading the Weigh"



Food Industry Weighing & Calibration Checklist

A practical guide for managing weighing equipment in food environments.



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Identify how each scale or balance is used

For every piece of weighing equipment, confirm:

- What is the equipment used for? (ingredient weighing, portioning, packing, checking, dispatch, etc.)
- Does weight affect product compliance, quality or declared weight?
- Is the equipment used to determine price or charges? (If yes, legal-for-trade requirements may apply)
- Is the equipment critical to food safety or quality decisions?





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Check calibration status

For each scale or balance:

- Calibration has been carried out by a competent provider
- Calibration is traceable to recognised standards
- A valid calibration certificate is available
- Calibration results are within acceptable tolerance
- The next calibration due date is clearly defined
- Overdue equipment is not in use



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Set appropriate calibration frequency

Confirm that calibration intervals are based on risk, not guesswork:

- Frequency reflects how often the equipment is used
 - Environmental conditions have been considered (washdown, heat, vibration, humidity)
 - High-risk or high-use equipment is calibrated more frequently
 - Calibration frequency is reviewed based on past results and drift
- The schedule is documented and understood by relevant staff



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In addition to formal calibration:

- Routine checks are carried out (daily, per shift or weekly as appropriate)
- Reference weights or known values are used
- Results are recorded and reviewed
- Staff know what to do if a check fails
- Failed checks trigger investigation or removal from service



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Maintain clear calibration records

Ensure records are complete and accessible:

- Each piece of equipment has a unique ID or asset number
- Calibration certificates are easy to locate
- Records show calibration date and next due date
- Any adjustments or repairs are documented
- Records are retained for audit and traceability purposes



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Understand legal-for-trade requirements (where applicable)

Where weighing affects pricing or charges:

- Equipment has been assessed for legal-for-trade requirements
- Verification status is clearly recorded (where required)
- Tamper seals are intact
- Re-verification is arranged after the relevant repair or adjustment
- Staff understand the difference between calibration and verification



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Review environmental and operational factors

Food environments can affect weighing accuracy. Check that:

- Equipment is suitable for washdown or wet areas
- Scales are positioned on stable, level surfaces
- Temperature changes are considered
- Air movement or vibration is minimised where possible
- Equipment is protected from impact and misuse



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Prepare for audits and inspections

Before an audit, confirm:

- Calibration certificates are current and available
- Routine check records are complete
- Out-of-tolerance actions are documented
- Staff can explain calibration and checking procedures
- Weighing control forms part of your quality system



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Review and improve

Calibration should be reviewed, not ignored:

- Calibration results are reviewed for trends
- Repeated drift is investigated
- Calibration frequency is adjusted if needed
- Equipment that frequently fails is assessed for repair or replacement
- Changes to process or use trigger a review of requirements



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There is no one-size-fits-all calibration rule for food businesses.

What matters is having a clear, reasoned and documented approach that reflects:

- How weighing equipment is used
- The risks involved and
- What auditors expect to see

A well-managed calibration process supports food safety, quality and compliance, and makes audits far less stressful.

For all your weighing technology needs, get in touch. We'd be happy to help. Our service team covers the UK, and we operate across all sectors and industries, including pharmaceuticals, chemicals, logistics, food & drink production, aggregates & manufacturing.



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