

## 18.16 – SCALES AND THERMOMETER CALIBRATION CHECKSHEET

Store Name: \_\_\_\_\_  
 Checked By: \_\_\_\_\_  
 Manager Sign: \_\_\_\_\_  
 Date: \_\_\_\_\_

[illegible]

| Thermometer Kit<br>- check weekly  | 63°C Piece<br>(62.6 to 63.4) | 3°C Piece<br>(2.6 to 3.4) | Probe Therm.<br>Reading | IR Therm.<br>(Probe +/- 1°C) | COMMENTS / ACTION |
|------------------------------------|------------------------------|---------------------------|-------------------------|------------------------------|-------------------|
| Thermometer Kit                    |                              |                           |                         |                              |                   |
| Ice Point Test 0°C (+/- 1°C)       |                              |                           |                         |                              |                   |
| Boiling Water Test 100°C (+/- 1°C) |                              |                           |                         |                              |                   |

**INSTRUCTIONS:**

Reference checks on thermometers to be done WEEKLY. Refer to **Section 16.0 - Calibration Program**. Checks on scales to be done DAILY using the 1kg standard weight. Scale reading to be exactly 1000g. Manager to review, sign & file for at least 2 year.

**CORRECTIVE ACTION:**

If checks indicate the thermometer or scale is out of limits inform Store Manager. If the unit is not reading correctly call service personnel immediately. The unit is **not to be used until serviced and re-checked.**

|                           |              |                      |
|---------------------------|--------------|----------------------|
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| APPROVED BY: DAVID HOLT   | VERSION: 3.1 | PAGE: 1 OF 1         |