

Digital Laboratory Scale Calibration Policy

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A reference weight should be used to verify scale accuracy before compounding activities whenever possible.

1. Purpose

To ensure digital laboratory scales used for compounding and weighing pharmaceutical ingredients remain accurate, reliable, and suitable for patient care activities.

2. Calibration Frequency

- Calibrate laboratory scales at least every **3 to 6 months**.
- Calibrate immediately if the scale has been moved.
- Calibrate whenever weighing accuracy is in question.
- Calibrate following maintenance or repair.
- Additional calibration may be performed at the discretion of the pharmacist.

Daily Accuracy Verification

- Maintain a certified reference weight near the scale.
- Verify scale accuracy before compounding whenever possible.
- Confirm displayed weight matches the known reference weight.
- Remove scale from service if readings appear inaccurate.

When Calibration is Required

- Scheduled calibration interval reached.
- Scale moved to another location.
- Suspected inaccurate readings.
- Scale dropped or damaged.
- After servicing or maintenance.

3. Standard Calibration Procedure

Step	Procedure
1	Ensure the scale is clean, level, and empty.
2	Press and hold the CAL button for approximately 5 seconds.
3	Wait until the display shows "CAL" and the requested calibration weight.
4	Place the correctly marked reference weight on the weighing platform.
5	Allow the weight to remain on the platform for approximately 10 seconds.
6	Remove the reference weight. The display should return to zero.
7	Place the reference weight back on the platform.
8	Confirm the displayed value matches the reference weight.
9	Document calibration in the calibration log.
10	Return the scale to service.

Calibration Documentation

- Date of calibration.
- Scale identification number.
- Reference weight used.
- Results obtained.
- Staff initials.
- Corrective action if required.

Out-of-Tolerance Results

- Immediately remove scale from service.
- Repeat calibration procedure.
- Verify using a certified reference weight.
- Notify pharmacist or manager.
- Arrange servicing if required.

4. Important Notes

- Calibration procedures may vary depending on manufacturer and model.
- Always consult the manufacturer's user manual for model-specific instructions.
- Only approved calibration weights should be used.
- The scale should be located on a stable, vibration-free surface during calibration.
- A calibration log must be maintained and retained according to pharmacy record retention requirements.

5. Responsibilities

- Pharmacy staff performing compounding must verify scale accuracy before use.
- The designated pharmacist or manager is responsible for ensuring scheduled calibration is completed.
- Calibration records must be available for inspection and audit purposes.