

6. RECORDS

The format of the calibration certificate should meet the business needs of the user and customer, but shall as a minimum contain the following:

- Name and address of the organisation carrying out the calibration.
- The UKWF logo and statement of compliance with this Code and any exceptions from it.
- Name and site address of the customer.
- A unique identification to allow the calibration to be traced.
- The name and signature of the authorised signatory. (Where the signatory is not the person who carried out the calibration means of tracing the certificate back to the calibrator must be available.)
- The date of the calibration.
- Means of identifying the calibration records for the test equipment used for the calibration.
- A description of the machine being calibrated, e.g. serial number, or plant number, or model.
- Location of machine (where applicable).
- The results of the tests (as required by section 5.0.1 above).
- Maximum weighing capacity and scale interval (division size).
- Maximum batch size, if less than the maximum weighing capacity.
- Statement of compliance with specified tolerances.
- Any observations or comments considered relevant to the future use or accuracy of the equipment.
- Calibration sealing/securing method employed.
- Date of last calibration of test equipment.
- Authority carrying out calibration of test equipment.
- Time of commencement and completion of calibration.
- Any errors or corrective actions.
- Results of loading checks on individual load cells.
- Indications (previous and existing) of event logger(s)/security seals.

The results recorded must show the loads applied for each test, together with the actual reading and/or the deviation of the indication from the true value. (The deviation may be shown either in terms of scale divisions or weight.)

Customers may ask for copies of calibration certificates for test equipment. These must be supplied if requested.

Customers are reminded that when the calibration certificate/record is, or may be, required for audit purposes, it is their responsibility to maintain the certificate/record issued by the calibrating organisation.