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 SHAKAMBHARI GROUP #SteelWithin	SHAKAMBHARI ISPAT & POWER LTD. (Formerly known as Ess Dee Aluminium Ltd.)		
STANDARD OPERATING PROCEDURE			
Title: Operation of Weighing Balance			Page No. 1 of 2
SOP No.	Version No.	Effective Date	Next review date
SIPL/QCI/001	00	06.07.2026	05.07.2028

1.0 PURPOSE

1.1 To define a procedure for operation of the weighing balance.

2.0 SCOPE

2.1 This SOP applies to the Quality Control Department.

3.0 REFERENCE(S) & ATTACHMENTS

3.1 References:

3.1.1 In-house.

3.2 Attachments:

3.2.1 Nil.

4.0 RESPONSIBILITY

4.1 QC Department Head:

4.1.1 To prepare the SOP.

4.1.2 To confirm the content, correctness, and detailing of the SOP.

4.2 QA Head:

4.2.1 To approve the new or revised SOP.

4.2.2 To ensure implementation of the defined system.

5.0 DISTRIBUTION

5.1 Quality Assurance.

5.2 Quality Control.

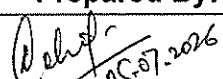
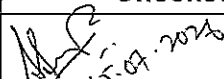
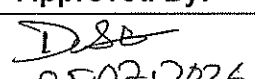
6.0 DEFINITION(S) & ABBREVIATION(S)

6.1 Definitions:

6.1.1 Least Count: the lowest weight that can be measured accurately by the weighing balance. Below this value, accuracy is not guaranteed.

6.2 Abbreviations:

6.2.1 Nil.

Prepared By:	Checked By:	Approved By:
 05.07.2026	 05.07.2026	 05.07.2026

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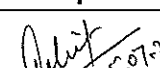
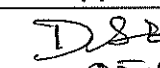
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7.0 PROCEDURE

- 7.1 Before starting the analytical weighing balance, ensure that it is leveled properly.
- 7.2 Switch on the balance and wait till the startup process is complete.
- 7.3 Start the daily verification process.
 - 7.3.1 Place the standard weight of 2 gm at the center. Check the value; it should be within the 1.980-2.020 range.
 - 7.3.2 Place the same weight on the edges of the pan and check that the value falls within the acceptable range. Repeat the process at four different edge positions.
 - 7.3.3 Record the observation in the specified format.
- 7.4 Once verification is OK, start using the balance for job samples. Ensure zero before placing weight on it; if it is not showing zero, press the zero button to make the reading zero.
- 7.5 Place the weight (sample/specimen) and let the reading stabilize. Take the reading as per the least count of the weighing balance, 0.001 g.
- 7.6 For best results, keep the cabinet of the balance closed while taking the reading.

8.0 REVISION HISTORY

Revision No.	00	Effective Date	06.07.2026	CC No.	NA
Details of revision: New SOP					

Prepared By:	Checked By:	Approved By:
 05.07.2026	 05.07.2026	 05.07.2026