

### 3. Installation Qualification (IQ)

The IQ documents are for the installation and initial operation of the scale / Weighing system at the place of installation. You can find detailed description for installation of the Metsar Scale in the respective operation instructions. It's recommended to attach it to the appendix of this Qualification Document.

#### 3.1 Checking the scope of the Delivery

- |   |   |                             |
|---|---|-----------------------------|
| Order documents are enclosed and complete                             | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Possible changes of order are documented and Released by the customer | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Scope of delivery is complete and correct to the Documents            | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Scale /Display terminal   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Weighing Platforms  | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Operation Instructions:   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Consumable Materials:   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Accessories :   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Peripherals :   | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |

#### 3.2 Visual Check of the device

Visible damages at the scale / Weighing System:  Yes  No

Notes

*no damages*

Markings at the scale/Weighing System are OK.  Yes  No  
Ex: Serial No., Min, Max, d, e

Notes

*ok*

Visible damages at peripheral devices & accessories  Yes  No

Notes:

*No damages*

Visible damages at the power supply units and cables  Yes  No

Notes:

*No damages*

**3.3 Device Design and registration in the Qualification Record.**  Yes  No

Device was marked used – specifically

Test Equipment No: *METSAR & Legal Metrology*  Yes  No

Identification No: *AZ/WEB/032*  Yes  No

(Given by the customer)

### 3.4 Place of Installation Location

Department : AZ - STORES

Building : A2

Work place:  Laboratory Bench  
 Special Weighing table / Anti vibration Table  
 Direct on the Floor.

Special Conditions:  
 Not Relevant  
 Device in the Glove Box  
 Device in an extractor hood

Notes:  


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NA  


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### 3.5 Ambient Conditions at the place of installation

The installation indication in the Operating instructions are observed (Ex: temperature and air drift at the time Of installation).  Yes  NO

Ambient conditions  Very calm  Calm  Turbulent  Very Turbulent

Any source of direct sun light found  Yes  No

Any Air conditioners/AC Duct installed Above Equipment (With in 5 Square meters area)  Yes  No

Ambient Temperature  $+5^{\circ}\text{C}$  to  $40^{\circ}\text{C}$  Acceptable (Measured/ observed Value By external thermometer)  Yes  No

Availability of Electrical Power point with 230V 5A  Yes  No

Allowable Supply Voltage Range 220-230 V AC Measured/Observed value  Yes  No (by external Multimeter)

Allowable Supply Voltage in Frequency 48-60Hz Measured/Observed value  Yes  No (By external Multimeter)

Notes:  


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NA  


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### 3.6. Installation Instructions

Adjustment to the ambient conditions:

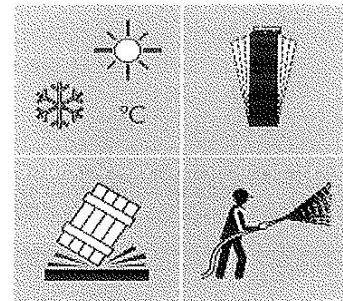
- Set up device on a stable, even surface that is not exposed to vibrations.(e.g. weighing stone.)
- Ensure the device is located in a place where excessive heat cannot build up.
- Maintain free access to the device at all times.

Avoid adverse influences at the place of installation:

- Heat (heater or direct sunlight)
- Direct drafts from open windows, AC Systems and doors.
- Extreme vibrations during weighing
- Excessive moisture.

#### Acclimatization

Condensation from humidity can form on the surfaces of a cold device When it is brought into a substantially warmer area. Allow the device to Acclimatize for about 2 hours at room temperature, leaving it unplugged From AC power. Follow all warnings and safety precautions from the Respective chapter.



#### Power Connection

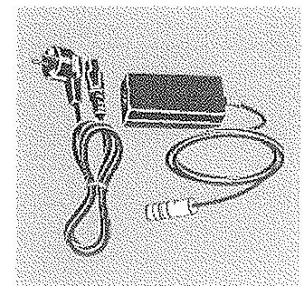
Check the voltage rating and plug design.

– The printed voltage rating (see type label) must match the voltage in the place of installation.

– If the stated supply voltage or the plug designs of the power cord does not Comply with your country's standard, please inform the nearest Metsar Representative or your dealer.

– The power connection must be made in accordance with the regulations Applicable in your country.

– In order to connect the equipment to the power supply (protection class 1), Use a correctly installed wall outlet with a protective grounding conductor (PE) And a fuse of a maximum 16 A.

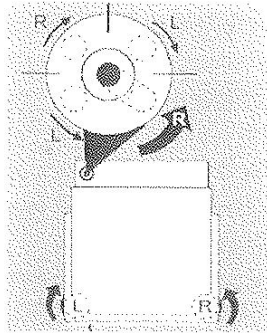


#### Platform Weighing Scales

The instrument is powered with a stabilized 12 V dc tension supplied from an AC/DC charger (supplied) which should be connected to the 220 Vac mains voltage. Safety norms must be respected for the connection to the mains voltage including the use of a line which has to be free from noise generated by other electronic equipment.

### Levelling the balance manually

The balance is levelled using both front levelling feet.



Screw in both back levelling feet (only for models with back levelling Feet).

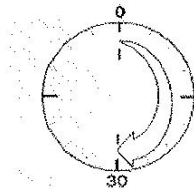
Turn the 2 front feet as shown in the illustration until the air bubble is centred within the circle of the level indicator.

Normally, several levelling steps are required.

Turn both back levelling feet until they touch the setup surface (only for models with back levelling feet).

### Warm-up time

To return precise results, the balance must warm up for at least 30 minutes after initial connection to the power supply. Only after this time will the device have reached the required operating temperature.



When a verified balance used in legal metrology (legal-for-trade applications) is connected to the power, it must warm up for at least 30 minutes before operation.

- |   |  |   |
|---|--|---|
| Key Pad Cover is fixed :                  | <input checked="" type="checkbox"/> Done | <input type="checkbox"/> Not Necessary                              |
| Accessories Mounted :                     | <input checked="" type="checkbox"/> Done | <input type="checkbox"/> Not Necessary                              |
| Power supply to the Balance and Printer : | <input checked="" type="checkbox"/> Done | <input type="checkbox"/> Not Necessary                              |
| Balance is levelled :                     | <input checked="" type="checkbox"/> Done | <input type="checkbox"/> Not Necessary                              |
| Warm up Period Observed :                 | <input checked="" type="checkbox"/> Done | <input type="checkbox"/> Not Necessary                              |
| Warm-up time for Industrial Balances :    | At least 30 minutes                      | Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |



### 3.7. Device Configuration

This section serves as a documentation of the active parameter (Application Programs, i.e. In cubis it is a Task Management).

- |   |                                     |     |                          |    |
|---|-------------------------------------|-----|--------------------------|----|
| 1. Unit of measure/Pounds Conversion    | <input type="checkbox"/>            | Yes | <input type="checkbox"/> | No |
| 2. Net weight / gross weight conversion | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 3. Set point on the GROSS weight        | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 4. Set point on the NET weight          | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 5. Input / output weighing              | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| 6. +/- Tolerance Check                  | <input type="checkbox"/>            | Yes | <input type="checkbox"/> | No |
| 7. Sample weight percentage             | <input type="checkbox"/>            | Yes | <input type="checkbox"/> | No |
| 8. Counting                             | <input type="checkbox"/>            | Yes | <input type="checkbox"/> | No |

### 3.8. Acceptance Criteria

- |  |                                     |     |                          |    |
|--|-------------------------------------|-----|--------------------------|----|
| Balance was delivered according to the purchase Order: | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| All Necessary Documents Exist                          | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Ambient Conditions are suitable                        | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |
| Balance is ready for operation                         | <input checked="" type="checkbox"/> | Yes | <input type="checkbox"/> | No |

### 3.9. Release of the IQ

Issued By : Smart Labtech Pvt. Ltd.

Name : CH.S. ELLA RAO Department : Service

Date : 24/04/2018 Signature : [Signature]  
24/04/2018

Checked and Approved By:

Name : M. Tejare Department : QA

Date : 24-04-18 Signature : [Signature]