

Department of Legal Metrology

Andhra Pradesh

Verification, Re-verification, Calibration and Recalibration of Weighing and

Measuring Instruments

Procedure and Check-List

a) Buying of Weighing and Measuring Instruments:

- Check for Approval of Model Certificate issued by the Govt. of India, before buying Weighing and Measuring Instruments,
- If importing, ensure Approval of Model Certificate issued by the Govt. of India in respect of Weighing and Measuring Instruments importing.
- Buy only from Dealers and Manufacturers licensed from the Govt.

b) New verification or calibration of Certificate of Verification

- Inform the Local District Inspector or Inspector about the Weighing and Measuring Instruments bought and
- Obtain date for verification and fee payable to the Govt., if it requires verification before use.
- Check for any assistance is to be provided during the verification process to the Departmental Officials.
- Pay fee to the Govt and keep ready the Weighing and Measuring Instruments by the date of verification.
- Down load the Certificate of Verification of the Weighing and Measuring Instruments verified
- Display the Certificate of Verification at a conspicuous place

c) In case of Repair of Weighing and Measuring Instruments

- Get repair either by self or from the licenced Repairer and by his skill worker or by the licenced manufacturer
- Check for repairing person is having necessary skill and certificate to repair i.e. Skill worker certificate issued by the Govt.
- Use the repaired Weighing and Measuring Instruments only after re-verification by the dept.,

d) In case of dismantle, shift or sale of used Weighing and Measuring Instruments

- Inform the department about dismantle, decommissioning, shifting or sale of used Weighing and Measuring Instruments and obtain the necessary permissions.

e) In case of re-verification or re-calibration of Weighing and Measuring Instruments

- Re-verification or re-calibration of Weighing and Measuring Instruments is required
- Avoid use of Weighing and Measuring Instruments without re-verification
- Validity of verification certificate of Weighing and Measuring Instruments is 12 months,
- In case of storage tanks the validity of verification certificate is 60 months
- In case of all weights, capacity measures, length measures, tape measures, beam scales and counter machines, the validity of verification certificate is 24 months
- 30 days before expiry of validity of verification certificate, the department will intimate online due date of re-verification and re-calibration.
- If no valid mobile number to intimate, the user is required to intimate 30 days before expiry of validity of verification certificate to the department for re-verification and re-calibration.
- Obtain date for re-verification and fee payable to the Govt.,
- Check for any assistance is to be provided during the re-verification process to the Departmental Officials.
- Take assistance of licenced repairer or licenced manufacturer to get servicing of weighing and measuring instruments and to adjust its accuracy
- Pay fee to the Govt and keep ready the Weighing and Measuring Instruments by the date of re-verification.
- Download the Certificate of Verification of the Weighing and Measuring Instruments verified
- Display the Certificate of Verification at a conspicuous place

f) Defect or error weighing and measuring instruments

- In case of finding any defect or error by the department during verification, obtain rejection certificate
- Do not use the rejected weighing and measuring instruments
- In case the defects or errors, obliterated the stamp by the department, obtain time to remove the defects or errors

- Within 7 days of finding or defect or error by the department during verification, get re-verified and stamped the department duly fee to the Government.

g) Loss or destroy of Certificate of Verification

- In case of loss or destroy of Certificate of Verification, down load using application id / transaction id or obtain a duplicate certificate from the department.
- Pay fifty towards duplicate certificate of verification to the Govt.

h) When seized:

- Obtain necessary orders from the department to get re-verified and stamped within 7 days, if it is not a court jurisdiction.
- In case of court jurisdiction, request the department to act as per the court direction.

i) General:

- Every weight or measure shall be used in a clean condition and in proper lighting arrangement
- For proper check of the accuracy of a weighing instrument keep at the site of each weighing instrument duly verified and stamped weights equal to one-tenth of the capacity of the instrument or one tonne whichever is less
- This will also facilitates consume, can also check the accuracy of the weighing instrument.
- In case of more than one weighing instrument, obtain necessary orders to maintain total number of verified and stamped weights to be maintained in trade premises