

Guidance 071 Weighing and Measuring Practices In Manufacturing Operations

7. Weight or Volume Measurement Accuracy should be established based on product and/or process requirements.
8. Personnel Training should include, but not be limited to, the following as applicable to the job function:
 - Departmental SOP;
 - Weighing and measuring methods; and
 - Documentation practices.
9. Weighing and Measuring Operations should be included in the Manufacturing Batch Records for the product being manufactured. Documentation should include, and not be limited to, the following:
 - Date(s);
 - Identification of each batch material;
 - Actual weights and measures of materials;
 - Identification of the scales used to weigh the materials;
 - Identification of person performing the weighing operation; and
 - Identification of the second person who verified the weighing operation, unless a validated computerized system is used.
10. Material Inventory Records should be updated upon completion of the weighing operations to accurately reflect the quantity of material allocated to the manufacturing batch or lot and the quantity of material remaining in inventory.