

SOP for Cleaning a Scale

Industrial Benchtops

Title: SOP for Cleaning Industrial Benchtop Scales
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Author: METTLER TOLEDO Industrial Weighing
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Scope

This SOP describes the procedure for cleaning industrial (bench top) scales. It is designed to instruct personnel on how to proceed for thorough cleaning of scales. The cleanliness of a scale can have a significant impact on operational efficiency and scale lifetime, as well as user safety.

Do's and Don'ts

- Make sure personnel are instructed on how to clean scales and refer to instructions and guidelines in the user manual.
- First remove excessive powder and dust, and then sticky substances.
- For excessive powder and dust, use a clean dry cloth.
- Remove load plate as instructed in the user manual.
- Remove any dirt and foreign substances which may have collected underneath it. (Do not use any hard objects to do so. Do not disassemble the weighing platform.)
- Remove dirt and deposits from the outside and the inside of the weighing platform using a soft clean cloth soaked with an appropriate cleaning agent.
- Only use cleaning agents that do not act on the plastics used in the weighing platform and that are in accordance with manufacturer's instructions.
- Do not use highly acidic, highly alkaline or highly chlorinated cleaning agents. Avoid substances with a high or low pH value, which increase the risk of. For more detailed information, please refer to: www.mt.com/ind-cleaning-recommendations
- All cleaning agents should be adequately rinsed away as instructed in the user manual.
- Be particularly careful when cleaning the load cell in our high precision models. Never touch, direct compressed air against or spray the cover of the load cell.
- The most appropriate cleaning procedure depends on both the type of surface and on the environmental conditions (dry, wet, or corrosive). Instructions from the user manual should be followed at all times.
- Stainless steel models require subsequent oiling for proper maintenance.
- For detailed instructions, refer to the user manual.

Frequency of Cleaning

The frequency on cleaning varies, depending on industry, application and frequency of instrument use. As a general rule, METTLER TOLEDO recommends that a scale to be cleaned at least after every shift or after a product line change. If there is a spill, then the entire area should be cleaned before weighing another material. When handling potentially toxic substances, the scale must always be cleaned after use.

Cleaning Procedure

The following steps describe the general cleaning procedure, valid for all benchtop scales. Depending on the scale type and model owned, some steps listed below may not be valid.

Standard Cleaning Procedure

1. Get ready: Protect yourself and prepare instructions.

- a. Wear appropriate personnel protective equipment (coat, goggles and gloves).
- b. Consult the operating instructions on how to disassemble and reassemble the removable parts of your scale.
- c. Consult the operating instructions and/or user manual for recommended cleaning agents to clean the scale parts.

2. Switch off the scale display.

Unplugging the power is recommended but not necessary. If possible, leave the scale in its normal operating position, do not tilt it sideways and don't unplug connected peripherals.

3. Clean the area around the scale.

Use a clean, dry lint-free cloth to remove any dirt surrounding the unit to avoid further contamination.

4. Remove load plate.

Load plate should remove easily. Hard objects are not required to take it off and shouldn't be used. Do not disassemble the weighing platform.

5. Clean the inside frame and terminal of scale.

Use a clean lint-free cloth moistened with a mild cleaning agent to clean and remove any spilt material on the surface of the scale.

- a. Wipe away dirt and deposits from the outside and the inside of the weighing platform using a soft clean cloth soaked with a mild cleaning agent.

6. Clean the load plate.

Use a damp cloth and clean with a mild cleaning agent containing ethanol (e.g., a commercial window cleaner).

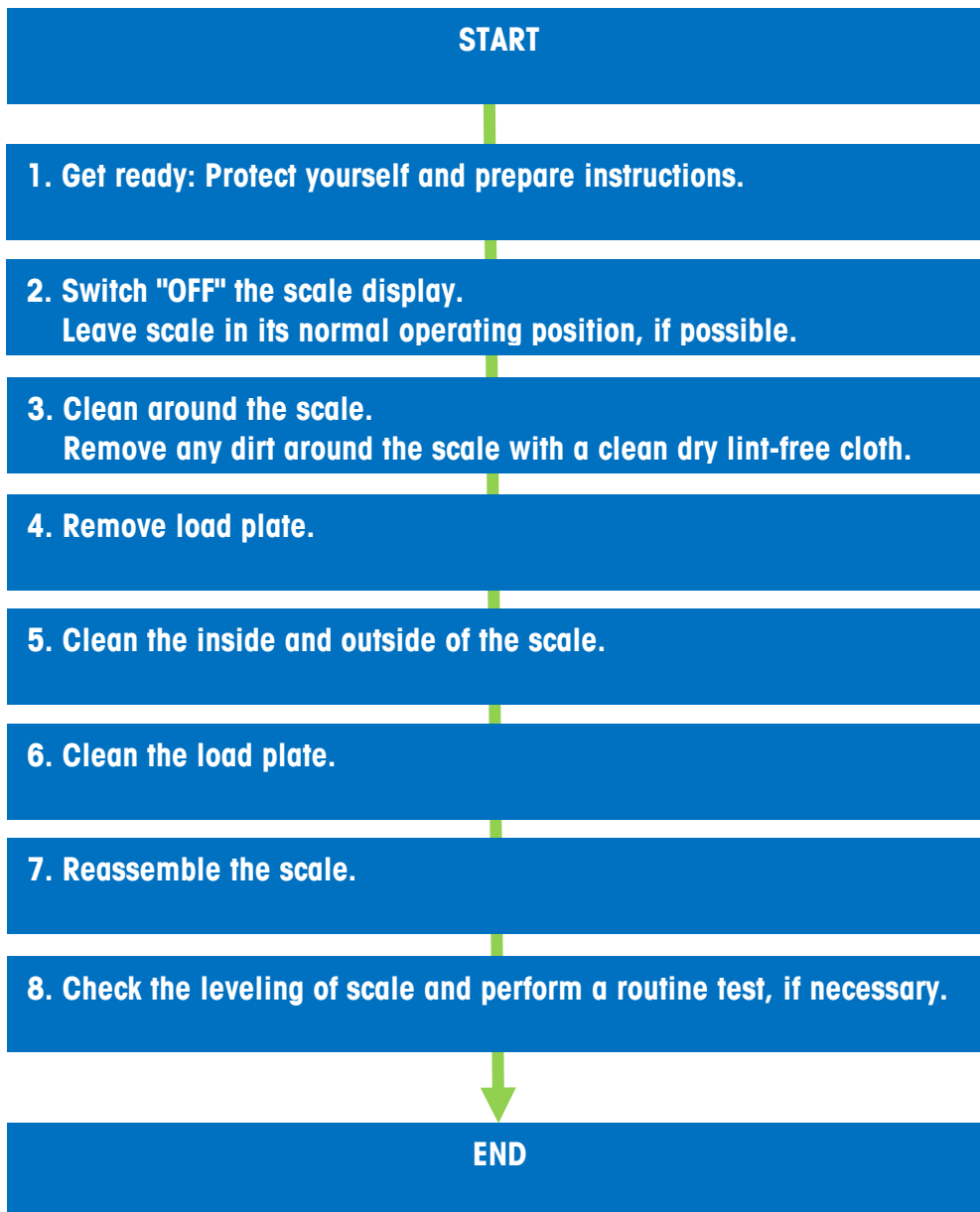
7. Reassemble the scale.

Make sure the parts are correctly positioned, switch the scale on and check that it is working correctly. If completely switched off, allow enough warm-up time before first use (check the operating instructions for manufacturer's recommendations).

8. Level the scale.

- a. Ensure that the air bubble is in the center of the marked circle, and take appropriate action to re-level if it is not.
- b. Place a test weight on the weighing pan and perform a routine test to check accuracy.
- c. If this routine test is not passed, calibrate the scale with external weights or execute an internal calibration such as FACT.
- d. Test accessories (e.g., make a test printout for printers).

General Industrial Scale Cleaning Procedure



www.mt.com/ind-cleaning-tools
www.mt.com/ind-cleaning-recommendations

For more informations

METTLER TOLEDO Group

Industrial Division

Local contact: www.mt.com/contacts

Subject to technical changes

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