

### Authorized service provider calibration checklist

Before sending weights for calibration, complete this checklist and include it with your shipment. If you answer no to any of the questions, please **do not send your kit**. [Contact Measurement Canada's Approval and Calibration Services Laboratory \(ACSL\)](#) for assistance.

		Yes	No	N/A
	Have you read and understood both the Laboratory Manual for the Evaluation of Weight Kits and bulletin A-2?			
2.1.1	Have all weights listed on the last certificate been included in the kit?			
2.1.1	Have you <a href="#">contacted the ACSL</a> regarding any weights that are missing or have been added to the kit since the last time it was certified?			
2.1.2	Was the most recent version of the calibration services request form completed, signed and included in shipment?			
2.1.4	Has the kit been added to the list of accepted devices by the regional coordinator, Alternative Service Delivery?			
2.2.1 – 2.2.6, 2.2.8	Has the kit been properly and permanently marked with a unique serial number, the owner's name and an accuracy class statement?			
2.2.7	Have all small boxes inside the main weight kit case been marked with the same serial number as the one on the weight kit case?			
2.2.9	Have other numbers been removed from the kit or has their meaning been identified?			
2.3.1	Have the weights been stored in a single case (smaller cases may be inside a bigger one)?			
2.3.1	If the weight kit has more than one case, have you <a href="#">contacted the ACSL</a> ?			
2.3.2, 2.3.3	Do all weights have appropriate storage compartments?			
2.3.4	Have you ensured that the weight kit contains only weights from that kit, and no uncertified weights?			
2.3.5	If the weight kit contains any hooks and tweezers, have they been secured?			
2.3.5	Have you ensured that the weight kit does not contain any other objects, including dirty gloves and other tools?			
2.3.6, 2.3.7	Is the weight kit case clean and in a good state of repair?			
2.3.8	Is the weight kit case sturdy enough to be safely shipped or is it packed properly?			
2.4.1 – 2.4.4	Have all weights been marked with serial numbers or identified as appropriate?			
2.5.1, 2.5.2	Are the weights clean?			
2.6.1, 2.6.2, 2.7.1, 2.7.2	Do the weights meet all construction requirements?			
2.6.3, 2.7.3	Does the weight kit respect the limits on weights (nominal values, number and total weight)?			
2.7.3	If the weight kit is a precious metal weight kit, does it contain no more than the maximum number of weights per nominal value?			
2.6.4, 2.7.4	Are the weights within the applicable tolerance or have they been adjusted within the applicable tolerance?			