AMIC Australian Meat Industry Council

Daily scale checks recording sheet

Date	Staff member	Scales are level and Zero	All 5 Positions tested	Tares Checked counter sales	Tares checked prepacked sale	Prepack check 6 items After 3 days	Action required
Eg. 01/12/23	*Dave*	*√*	*√*	*√*	*√*	*√*	*Nil*
Eg. 02/12/23	*Dave*	*√*	*0.998 kg*	*Reset tare*	*√*	*4g short*	*Call tech/ reweigh product*

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Staff Training in Prepacked Articles

The following training has been delivered to staff regarding the packing of prepacked articles in store:

- Staff are aware of the tare allowances applied to all sizes of packaging used,
- How to apply the tare allowances when packing and weighing prepacked articles,
- Correct marking/labelling of prepacked articles,
- Check weighing of prepacked articles, and
- Correct use of scales for over-the-counter sales.

Date	Staff member	Counter Scale Use & taring	Prepacked Articles taring	Daily checking and reporting
Eg. 01/2/2024	*Dave Brown*	*√*	*√*	*√*