

# Commercial Scale Compliance & Integration Checklist

## Pre-Installation Phase Preparation Guide

This checklist ensures your Bizerba commercial scale deployment is legally compliant, properly integrated with your POS system, and ready for weights & measures inspection.

Use this guide 2-4 weeks BEFORE installation.

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## SECTION 1: NTEP CERTIFICATION & LEGAL-FOR-TRADE VALIDATION

### 1.1 Verify NTEP Certificate of Conformance (CC)

- Model number identified: Write here: \_\_\_\_\_
- Bizerba model selected: (e.g., KH II 800 Pro, Q1 800, CP5)
  - Model: \_\_\_\_\_
- NTEP CC number located: Write here: \_\_\_\_\_
- NCWM database search completed: Visit [ncwm.net](http://ncwm.net) and search by:
  - Manufacturer name: BIZERBA
  - Model number: \_\_\_\_\_
  - Certificate number (if known): \_\_\_\_\_
- NTEP certificate downloaded & filed: Date filed: \_\_\_\_\_
- Certificate is current (not expired): Expiration date: \_\_\_\_\_
- Accuracy class verified: Matches your application?
  - Class III ( $\pm 0.5\%$  tolerance) - Retail deli/bakery
  - Class III L ( $\pm 0.2\text{-}0.3\%$  tolerance) - High-volume retail
  - Class II or II L (industrial/bulk) - Processing
  - Your requirement: \_\_\_\_\_
- Capacity range appropriate: Your max item weight  $\leq$  certified capacity?
  - Certified capacity: \_\_\_\_\_ lbs/kg
  - Your max item weight: \_\_\_\_\_ lbs/kg
  - Approved: [ ] Yes [ ] No [ ] Needs review
- State-specific NTEP approval verified:
  - CC is valid in your state (some states have variations)
  - Your state: \_\_\_\_\_
  - State weights & measures office contacted: [ ] Yes [ ] No
  - Contact info on file: \_\_\_\_\_

## 1.2 Documentation Binder Preparation

- Printed NTEP CC stored in documentation binder
- Backup copy (digital) saved in secure location
- Binder location established: Where will compliance docs be kept?
  - Location: \_\_\_\_\_
  - Assigned custodian: \_\_\_\_\_
- Access log created (who has access to binder): \_\_\_\_\_

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## SECTION 2: SITE PREPARATION & INSTALLATION READINESS

### 2.1 Physical Location Assessment

- Level surface verified: Use bubble level at installation point
  - Surface is level within  $\pm 2$  degrees
  - If not level, leveling feet must be adjusted (vendor to confirm)
  - Location assessed by: \_\_\_\_\_ Date: \_\_\_\_\_
- Stable, vibration-free support:
  - Countertop or stand is rigid (no movement when pressed)
  - Floor/surface won't vibrate from door closures or foot traffic
  - Equipment nearby won't cause vibration (HVAC, fans, etc.)
  - Assessed by: \_\_\_\_\_ Date: \_\_\_\_\_
- Adequate clearance:
  - 6+ inches clearance on all sides (platform scales)
  - No walls/shelves directly behind or beside scale
  - Access for servicing confirmed with vendor
  - Clearance verified:  Yes  No
- Environmental conditions suitable:
  - Climate-controlled environment (60-85°F range)
  - Away from direct sunlight
  - Away from air conditioning vents or heat sources
  - Humidity acceptable (retail scales: 30-85% RH typical)
  - Environment approved:  Yes  No  Modifications needed

### 2.2 Electrical & Connectivity Setup

Power Supply:

- 110V outlet available (for retail PC scales)
  - Outlet location confirmed: \_\_\_\_\_
  - Outlet tested (outlet tester on file):  Yes  No
  - Dedicated circuit (not shared with high-draw appliances):  Yes  No
  - Surge protection available:  Yes  No
  - Outlet placement allows 6+ feet of cable without crimping:  Yes  No
- 3-phase power available (for industrial scales)
  - 208V or 480V confirmed: Voltage: \_\_\_\_\_
  - Licensed electrician consulted:  Yes  No

- Installation cost estimate obtained: \$\_\_\_\_\_
- Electrician contact info: \_\_\_\_\_

#### Network Connectivity:

- USB connectivity available (if printer/POS connection is USB):
  - USB port within 10 feet of scale location
  - High-quality USB cable (vendor to supply):  Yes  No
  - Cable routed safely (not a tripping hazard):  Yes  No
- Ethernet connectivity available (if network integration planned):
  - Ethernet jack within reach of scale location
  - Network speed verified (1 Gbps preferred): \_\_\_\_\_
  - IT department consulted:  Yes  No
  - Network security (firewall, encryption) reviewed:  Yes  No
  - IP address assignment method determined:
    - Static IP (provide: \_\_\_\_\_)
    - DHCP (dynamic)
  - IT contact info: \_\_\_\_\_
- Wi-Fi connectivity (if wireless planned):
  - Wi-Fi signal strength adequate at scale location (tested):  Yes  No
  - 2.4GHz or 5GHz band confirmed: \_\_\_\_\_
  - Wi-Fi credentials documented securely:  Yes  No
  - Network security (WPA3 preferred):  Yes  No

## 2.3 Layout & Workflow Diagram

- Scale location diagrammed (hand-sketch acceptable):
  - Diagram filed in documentation binder:  Yes  No
  - Shows: countertop layout, electrical outlet, network jack, adjacent equipment
- Customer flow path analyzed:
  - Scale positioned for customer visibility (if customer-facing)
  - Line-of-sight from scale to POS terminal:  Yes  No
  - Staff can move safely around scale:  Yes  No
- Integration with adjacent equipment confirmed:
  - Slicer, grinder, or other equipment near scale:  Yes  No
  - Sanitation protocols accommodate both equipment:  Yes  No
  - Data flow from scale to other systems diagrammed:  Yes  No

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## SECTION 3: POS & LABEL PRINTER COMPATIBILITY TESTING

### 3.1 POS System Integration

#### POS Platform Identification:

- POS system type identified:
  - Square
  - Lightspeed

- Toast
- Shopify
- Other: \_\_\_\_\_
- POS version confirmed (scales may not support older versions):
  - Version: \_\_\_\_\_ Supported by Bizerba: [ ] Yes [ ] No [ ] Unknown
- Bizerba scale model compatibility verified:
  - Contacted Bizerba support or POS vendor for confirmation
  - Compatibility matrix filed: [ ] Yes [ ] No
  - Contact at POS company: \_\_\_\_\_

Integration Method Confirmed:

- USB integration (if applicable):
  - USB version: USB 2.0 or USB 3.0: \_\_\_\_\_
  - Cable length adequate (10-15 feet typical): [ ] Yes [ ] No
  - Scale USB driver available for your POS: [ ] Yes [ ] No
  - Driver tested before installation: [ ] Yes [ ] No
- Ethernet/Network integration (if applicable):
  - Network protocol confirmed: TCP/IP
  - Port number assigned: Port \_\_\_\_\_
  - Firewall rules configured (work with IT): [ ] Yes [ ] No
  - Network latency acceptable (<100 ms): [ ] Yes [ ] No [ ] Not tested
- API integration (if applicable):
  - API documentation reviewed: [ ] Yes [ ] No
  - API endpoint URL: \_\_\_\_\_
  - Authentication method (API key, OAuth, etc.): \_\_\_\_\_
  - Tested in sandbox environment: [ ] Yes [ ] No

## 3.2 Pre-Installation Compatibility Test

- Test scale obtained (rent or borrow for 24-48 hours):
  - Test unit model: \_\_\_\_\_
  - Test unit NTEP CC number: \_\_\_\_\_
  - Rental/loan agreement filed: [ ] Yes [ ] No
- Test weight set available:
  - Calibrated test weights in hand (vendor may provide)
  - Weight range: \_\_\_\_\_ to \_\_\_\_\_
  - Certification on file: [ ] Yes [ ] No
- Connection test performed:
  - Scale powered on and booted successfully: [ ] Yes [ ] No
  - Network/USB connection established: [ ] Yes [ ] No
  - Scale detected by POS system: [ ] Yes [ ] No
  - Test weight placed on scale: Weight: \_\_\_\_\_
  - POS system receives weight correctly: [ ] Yes [ ] No [ ] Off by: \_\_\_\_\_
  - Barcode scanning integration tested: [ ] Yes [ ] No
  - Product PLU lookup tested: [ ] Yes [ ] No
  - Price calculation correct: [ ] Yes [ ] No
- Test results documented:

- All tests passed:  Yes  No
- Issues identified: \_\_\_\_\_
- Remediation plan: \_\_\_\_\_
- Test signed off by: \_\_\_\_\_ Date: \_\_\_\_\_

### 3.3 Label Printer Compatibility

- Label printer model identified:
  - Model: \_\_\_\_\_
  - Manufacturer: \_\_\_\_\_
- Printer-to-scale compatibility verified:
  - Bizerba official support confirmed:  Yes  No
  - Third-party tested:  Yes  No
  - Contact at printer vendor: \_\_\_\_\_
- Connection type confirmed:
  - USB (direct):  Yes  No
  - Ethernet (network):  Yes  No
  - Serial/RS-232:  Yes  No
  - Other: \_\_\_\_\_
- Label software selected & tested:
  - Bizerba Labeling Center:  Yes  No
  - Zebra Designer:  Yes  No
  - NiceLabel:  Yes  No
  - Custom/other: \_\_\_\_\_
- Template created for primary products:
  - Sliced meat label:  Yes  No
  - Cheese label:  Yes  No
  - Prepared food label:  Yes  No
  - Backup templates saved:  Yes  No
- Test label printed & reviewed:
  - Label printed successfully:  Yes  No
  - Text legible:  Yes  No
  - Barcode scans correctly:  Yes  No
  - Allergen statement visible:  Yes  No
  - Weight/price accurate:  Yes  No

## SECTION 4: STAFF TRAINING & DOCUMENTATION

### 4.1 Staff Identification & Training Plan

Deli/Retail Staff:

- Primary scale operator identified: \_\_\_\_\_
- Backup operator identified: \_\_\_\_\_
- Manager responsible for compliance: \_\_\_\_\_
- IT/Technical contact: \_\_\_\_\_

## Training Schedule:

- Initial training date scheduled: \_\_\_\_\_
- Training duration: 2-4 hours estimated
- Trainer identified:
  - Bizerba technician: [ ] Yes [ ] No
  - Vendor: \_\_\_\_\_
  - Internal staff: \_\_\_\_\_
- Training outline prepared:
  - Module 1: Scale operation (tare, PLU selection, label printing)
  - Module 2: POS integration (weight transmission, price calculation)
  - Module 3: Legal compliance (NTEP, accuracy, weights & measures)
  - Module 4: Troubleshooting (scale won't turn on, weight discrepancy, printer jam)
  - Module 5: Allergen/ingredient accuracy
- Training attendees confirmed: Number: \_\_\_\_\_
- Training materials prepared: (manuals, quick-reference cards, videos)
- Follow-up training scheduled (1 week post-installation): \_\_\_\_\_

## 4.2 Documentation Package

- Operation manual on file (printed + digital):
  - Manufacturer manual (Bizerba): [ ] Yes [ ] No
  - Translated if staff don't speak English: [ ] Yes [ ] No
  - Highlighted key sections (power on, tare, calibration): [ ] Yes [ ] No
- Quick-reference card created:
  - Contents:
    - Power on/off procedure
    - Tare function
    - How to report errors
    - Contact info for technical support
  - Laminated & posted near scale: [ ] Yes [ ] No
- Troubleshooting guide prepared:
  - Scale won't power on
  - Weight display errors
  - POS not receiving data
  - Label printer not printing
  - Accuracy concerns
- Escalation procedure documented:
  - Who to contact if scale malfunctions: \_\_\_\_\_
  - Phone number: \_\_\_\_\_
  - Email: \_\_\_\_\_
  - Response time SLA: \_\_\_\_\_ hours
- NTEP certificate accessible to staff:
  - Printed copy posted in break room or visible area: [ ] Yes [ ] No
  - Digital copy on shared drive: [ ] Yes [ ] No

## SECTION 5: CALIBRATION & VERIFICATION PROCEDURES

### 5.1 Pre-Installation Calibration Plan

- Licensed scale technician identified:
  - Name: \_\_\_\_\_
  - Company: \_\_\_\_\_
  - License number: \_\_\_\_\_
  - Phone: \_\_\_\_\_
  - Email: \_\_\_\_\_
- Calibration scheduled:
  - Date of installation: \_\_\_\_\_
  - Calibration date (same day preferred): \_\_\_\_\_
  - Time: \_\_\_\_\_ AM/PM
- Test weight requirements discussed:
  - Technician provides calibration weights: [ ] Yes [ ] No
  - Your facility provides (must be certified): [ ] Yes [ ] No
  - Weight range: \_\_\_\_\_ to \_\_\_\_\_
- Calibration procedure explained:
  - Technician will: zero scale → test at 25%, 50%, 75%, 100% capacity
  - Linearity test: variance between points acceptable?
  - Shift/corner test: weight at all four corners within tolerance?
  - Accuracy verified within maximum permissible error (MPE)?
- Sealing procedure documented:
  - Technician will seal adjustment points with tamper-evident seals
  - Seals will NOT be broken without technician/regulatory authority present
  - Staff trained: "Broken seals = scale cannot be used for legal transactions"
  - Seal location documented (photo): [ ] Yes [ ] No

### 5.2 Calibration Certificate

- Calibration certificate obtained from technician:
  - Certificate includes:
    - Scale model & serial number
    - Date of calibration
    - Technician name & license number
    - Test weights used & their certification status
    - Results of accuracy tests (MPE verification)
    - Seal integrity confirmation
  - Certificate filed in documentation binder: [ ] Yes [ ] No
  - Digital backup saved: [ ] Yes [ ] No
- Next calibration date noted:
  - Typically required annually (check your state requirements)
  - Next calibration due: \_\_\_\_\_
  - Calendar reminder set: [ ] Yes [ ] No
  - Vendor contact info filed for scheduling: [ ] Yes [ ] No

# SECTION 6: WEIGHTS & MEASURES INSPECTION READINESS

## 6.1 Documentation Audit Checklist

- NTEP Certificate of Conformance:
  - In binder? [ ] Yes [ ] No
  - Legible photocopy? [ ] Yes [ ] No
  - Model # matches scale on site? [ ] Yes [ ] No
  - Certificate not expired? [ ] Yes [ ] No
- Calibration Certificate (from licensed technician):
  - In binder? [ ] Yes [ ] No
  - Dated within last 12 months? [ ] Yes [ ] No
  - Technician name & license # visible? [ ] Yes [ ] No
  - Test results documented? [ ] Yes [ ] No
  - Seal integrity noted? [ ] Yes [ ] No
- Scale Nameplate Information:
  - Nameplate visible & legible on scale: [ ] Yes [ ] No
  - Model number on nameplate matches NTEP CC: [ ] Yes [ ] No
  - Serial number documented: \_\_\_\_\_
  - Photo of nameplate in binder: [ ] Yes [ ] No
- Manufacturer Documentation:
  - Operation manual on file: [ ] Yes [ ] No
  - Installation guidance reviewed: [ ] Yes [ ] No
  - Maintenance schedule documented: [ ] Yes [ ] No
- Installation Photos:
  - Level surface (bubble level visible): [ ] Yes [ ] No
  - Adequate clearance (6+ inches): [ ] Yes [ ] No
  - Nameplate visible: [ ] Yes [ ] No
  - Full scale/area layout photo: [ ] Yes [ ] No
  - Photos labeled with date: [ ] Yes [ ] No
  - Photos in binder & digital backup: [ ] Yes [ ] No

## 6.2 Operational Readiness Self-Audit

- Scale functions properly:
  - Powers on successfully: [ ] Yes [ ] No
  - Display reads clearly: [ ] Yes [ ] No
  - Tare button works: [ ] Yes [ ] No
  - Weight holds steady (no drift): [ ] Yes [ ] No
  - Recovers to zero after unloading: [ ] Yes [ ] No
- Accuracy self-test performed:
  - Using calibrated test weight(s):
    - Single weight test at ~50% capacity: Weight \_\_\_\_\_, displayed \_\_\_\_\_, accurate? [ ] Yes [ ] No
    - If inaccurate, within tolerance? [ ] Yes [ ] No [ ] Call technician
  - No signs of damage, corrosion, or moisture: [ ] Yes [ ] No
  - Seal intact (no cracks or breaks): [ ] Yes [ ] No

- Labeling accuracy verified:
  - Sample label printed and weighed (verify net weight accuracy):  Yes  No
  - Weight on label matches scale within 0.01 lb:  Yes  No
  - Allergen statement present on label:  Yes  No
  - Net weight statement on label (both metric & imperial):  Yes  No
- Staff competency confirmed:
  - Operator can turn on scale:  Yes  No
  - Operator can tare scale:  Yes  No
  - Operator can select product from PLU:  Yes  No
  - Operator can print label correctly:  Yes  No
  - Operator can explain NTEP certification to inspector:  Yes  No

## 6.3 Inspection Preparation Checklist

- Documentation binder organized:
  - Binder location disclosed immediately if inspector asks:
    - Documents in logical order (NTEP → Calibration → Manuals → Photos)
    - Tabs and labels for easy navigation:  Yes  No
    - Binder location accessible during business hours:  Yes  No
- Mock inspection performed (optional but recommended):
  - Manager plays role of weights & measures officer
  - Asks to see NTEP certificate
  - Asks to see recent calibration
  - Tests scale accuracy with own test weight
  - Inspects for visible damage or tampering
  - Interviews operator on scale knowledge
  - Date of mock inspection: \_\_\_\_\_
  - Issues identified: \_\_\_\_\_
  - Corrections made: \_\_\_\_\_
- Inspector contact procedure established:
  - Do you need to schedule inspection, or do they conduct unannounced?
  - State W&M office contact: \_\_\_\_\_
  - Phone: \_\_\_\_\_
  - Expected inspection frequency: \_\_\_\_\_
  - Manager trained on how to handle inspector questions:  Yes  No

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## SECTION 7: POST-INSTALLATION SIGN-OFF

### 7.1 Installation Completion

- Vendor/Technician sign-off:
  - Name: \_\_\_\_\_
  - Company: \_\_\_\_\_
  - Date: \_\_\_\_\_
  - Scale is operational and meets specifications:  Yes  No

- Installation issues (if any): \_\_\_\_\_
- Signature: \_\_\_\_\_
- Manager acceptance:
  - Manager name: \_\_\_\_\_
  - All checklist items completed:  Yes  No
  - Scale ready for operational use:  Yes  No
  - Staff trained on operation:  Yes  No
  - Compliance documentation filed:  Yes  No
  - Date accepted: \_\_\_\_\_
  - Signature: \_\_\_\_\_

## 7.2 Schedule First Review

- First operational week review scheduled: \_\_\_\_\_
  - Check for any scale errors or accuracy issues
  - Confirm POS integration is working
  - Verify staff is using scale correctly
  - Address any staff questions or concerns
- 30-day follow-up scheduled: \_\_\_\_\_
  - Verify no maintenance issues
  - Confirm label accuracy continues
  - Check staff competency
  - Plan for next scheduled maintenance

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# SECTION 8: ONGOING COMPLIANCE MAINTENANCE

## 8.1 Annual Calibration

- Calibration reminder set for: \_\_\_\_\_
- Technician contact pre-booked: \_\_\_\_\_
- Estimated calibration cost: \$\_\_\_\_\_
- Downtime plan (if scale will be unavailable during calibration):
  - Backup scale available:  Yes  No
  - Backup plan: \_\_\_\_\_

## 8.2 Monthly Operational Check

- Monthly checklist printed and posted near scale
- Items to check:
  - Scale displays zero when unloaded
  - No visible damage or corrosion
  - No loose cables or connections
  - Seal appears intact
  - Staff reports no accuracy issues
  - Label printer functioning (if applicable)

## 8.3 Documentation Maintenance

- Binder updated annually with:
  - Latest calibration certificate
  - Any service/maintenance records
  - Updated photos if scale was serviced
  - Updated staff training sign-offs

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## FINAL CHECKLIST: ARE YOU READY FOR INSPECTION?

Before scheduling a weights & measures inspection (or if you receive an unannounced visit), verify:

- NTEP certificate in binder (legible, not expired)
- Current calibration certificate on file (within 12 months)
- Scale seal intact (no breaks or cracks)
- Scale is level and stable
- Staff can operate scale correctly
- Staff can locate and show documentation
- Scale is accurate (test with calibrated weight if available)
- Labels show correct net weight (match scale)
- Allergen information accurate and visible on labels

If ALL items checked: YOU ARE INSPECTION-READY ✓

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## CONTACT INFORMATION & SUPPORT

### Vendor/Technician Information

- Bizerba Support: \_\_\_\_\_
- Vendor Sales Rep: \_\_\_\_\_
- Installation Technician: \_\_\_\_\_
- Calibration Tech: \_\_\_\_\_
- POS Support: \_\_\_\_\_
- Label Printer Support: \_\_\_\_\_

### Regulatory Contacts

- State Weights & Measures: \_\_\_\_\_
- Local Health Department: \_\_\_\_\_
- USDA (if meat products): \_\_\_\_\_

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This checklist completed by: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

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*Keep this completed checklist with your scale documentation binder. Review annually.*