

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.

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 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 ($\pm 0.2-0.3\%$ 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 ± 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

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
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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
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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 ✓

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: _____

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