

Check list for Inspection of users of Weights and Measures

1.	Date of inspection	
2.	Name and Address of Firm/ Establishment/Shop	
	Name of the Trade	
	Name and Address of the Owner/Trader	
	Mobile No.	
	Name and address of the Person present	
3.	Description of Weights-Measures being used or available in the premises (type, capacity & numbers)	Weighing instruments
		Measuring instruments
		Weights
		Measures
		Other
4.	Year of verification/stamping of Weight-Measure	
	Verification Certificate no. and date	
5.	Status and description of availability of stipulated capacity of verified weight/measure against the Weighing/Measuring instrument.	
6.	Status of display of Verification Certificate at conspicuous place	
7.	Status of working accuracy of weights-measures, weighing and measuring instruments on physical inspection	
8.	Status of transacted quantity/service against the quantity/service contracted for	
9.	Apart from above, brief description of any other irregularity found	
10.	No. and date of Seizure memo issued in respect of irregularity found	