

ANNEX A. PRE-CALIBRATION CHECKLIST

Fill out and bring this checklist with you to the calibration center. Your signature below indicates that you have met all of the pre-calibration requirements.

FWD Operator: _____

FWD ID Numbers:
(serial and/or model numbers) _____

FWD Manufacturer: _____

FWD Owner Agency: _____

- Inspect all connections, fittings, and cables and repair or replace those which are damaged. Damaged cables and bad connections can and will cause inaccuracies in deflection data.
- Assure that the load plate swivel is properly lubricated, if applicable, and that all bolts are tight. Refer to your owner's manual for instructions. Use the 12-inch or 300-mm diameter load plate during calibration.
- Remove the rear sensor extension bar if it is currently installed.
- Clean and inspect all sensors and signal cables. (Deflection sensors are removed from their holders during calibration.) Fine grained emery cloth is useful for cleaning the magnetic bases of Dynatest sensors. Remove all stones embedded under the load plate.
- Provide a USB thumb drive or a formatted 3½" diskette for transfer of the FWD data to the calibration computer.
- Store your operating manuals in the FWD vehicle in case they are needed.
- Check the integrity of the batteries with a hydrometer or load tester. Clean the battery terminals and cables of corrosion.
- Check hydraulic fluid level(s) and assure that they are at the proper fill point. Inspect the hydraulic system for leaks. Replace the hoses if necessary.
- Select the system of units and the load levels to be used for calibration.

Unit system:

Target load levels:

- | | | |
|--|----------|----------|
| <input type="checkbox"/> US Customary(lbf) | 1. _____ | 2. _____ |
| <input type="checkbox"/> Metric | 3. _____ | 4. _____ |

Adjust or calibrate the FWD to achieve the target levels within ± 10 percent.

- Verify that the proper drop sequences are programmed into the FWD software for both reference and relative calibration. Name and save the setup files.
- Turn off filtering (smoothing) in the FWD Operating System (if applicable).
- Have electronic data files or hardcopies from the previous calibration(s) available.

Operator's signature: _____