Dimensional, Weight & Scanning Calibration - Job Aid

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DWS Weight & Dimensional Calibration Job Aid

1. Introduction

Description	This job aid provides step-by-step guidance for warehouse & ground operations teams to perform weekly dimensional & weight calibration checks on the DWS (Dimensioning, Weighing & Scanning) system.
Purpose	The purpose of this procedure is to ensure weight & dimension accuracy, maintain compliance, and support accurate billing.
Frequency	Weekly dimensional and weight calibration checks
Tool Required	4kg and 400mm*300mm*200mm dimensional & weight calibration tool (available in each warehouse)
Responsibility	SMSA HUBs (locations where DWS system is installed)
Individuals responsible	HUB & Linehaul Managers and HUB & Linehaul Supervisors.

Below is the step-by-step process:

2. Preparation

- ✓ Confirm that the blue calibration tool is available and in proper condition (no visible damage, labels intact)
- ✓ Ensure DWS machine is clean and free of packages
- ✓ Turn on the DWS system and allow it to warm up for at least 5 minutes
- ✓ Log into the DWS system using your assigned credentials

3. Calibration Procedure

3.1. Systemic weight calibration with 4kg tool

3.1.1. Press F, then press Enter. When prompted, input the password 8888 then press enter.



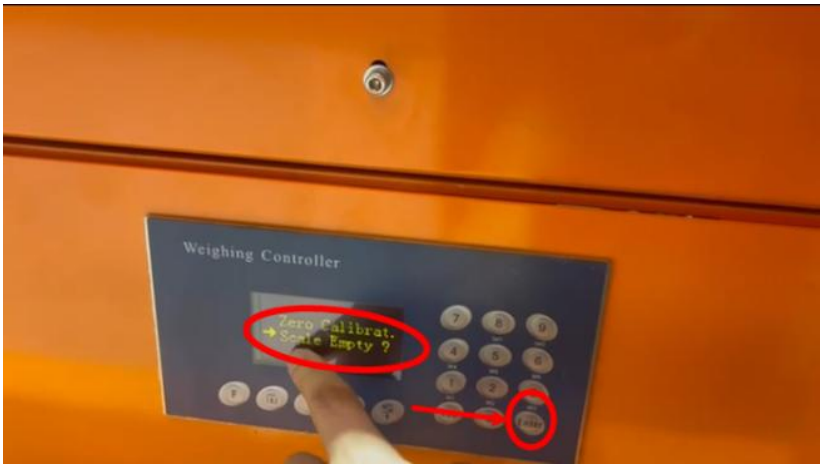
3.1.2. Select Scale from the menu and press Enter.



3.1.3. Navigate to the third option and select **Calibration**, then press Enter. Choose Yes to confirm.



3.1.4. Ensure the conveyor belt is completely empty, then press Enter to proceed.



3.1.5. Once you press Enter, **input the weight 4 kg** in the menu dashboard.



3.1.6. Then, **place the 4kg calibration weight tool** at the center of the weighing platform and then press enter (Refer to below figure)



3.1.7. Then press ESC, choose save all set and press enter. The system will complete the calibration process. Once finished, the new calibration will be saved.

3.1.8.Wait until the system reads and confirms the weight value (Refer to below figure)



3.1.9. For visual guidance, refer to the weight calibration with 4kg tool video using below link.
(Open the video on a computer for best view: Systemic weight calibration with 4kg tool.mp4)

3.1.10. Confirm the reading:

- ✓ If the displayed weight is **4.00 kg ± 0.02 kg,** calibration is **successful**
- ✓ If deviation is greater than **±0.02 kg,** do the **zero-calibration** following the process in point 3.2 or please coordinate with **P&E team immediately.**

3.2. **Zero weight Calibration** (if the deviation is greater than ±0.02 kg)

3.2.1. Press **F**, then press **Enter**. When prompted, input the password **8888**.



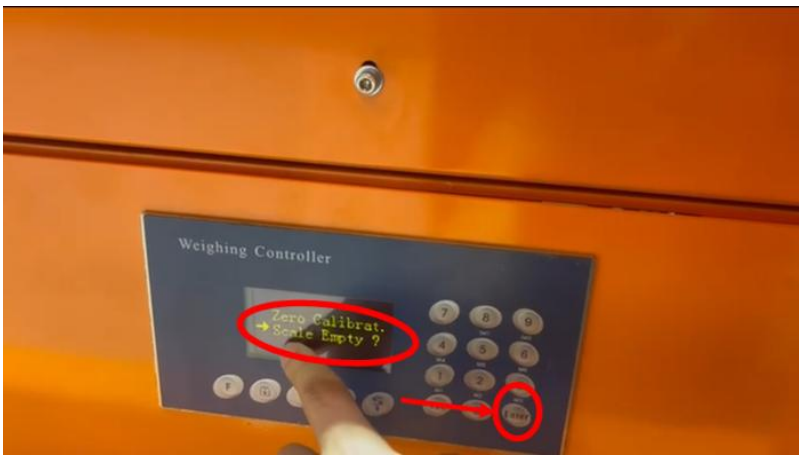
3.2.2. Select Scale from the menu and press Enter.



3.2.3. Navigate to the **Fourth Option** and select **Zero Calibration**, then press **Enter**. Choose **Yes** to confirm.



3.2.4. Ensure the conveyor belt is completely empty, then press Enter to proceed.



3.2.5. Then press ESC, choose save all set and press enter. The system will complete the calibration process. Once finished, the new calibration will be saved.

3.2.6. For visual guidance, refer to the **zero-calibration video** using below link.

(Open the video on a computer for best view: Zero Calibration.mp4)

3.3. Dimensional Calibration Check

3.3.1. Place and feed the blue calibration toolbox (dimensions 400 mm × 300 mm × 200 mm) onto the DWS conveyor.

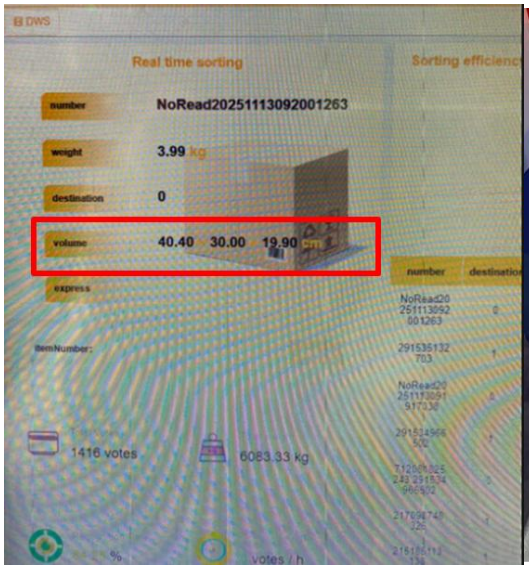




3.3.2. Allow the system to capture the dimensional data automatically.

3.3.3. Check the **captured dimensions** on the **DWS dashboard**.

3.3.4. Compare the displayed dimensions with the standard size of the calibration toolbox (400 mm × 300 mm × 200 mm).





3.3.5. If the displayed dimensions match with ± 0.05, calibration is successful and you may **proceed with normal operations**. If deviation is greater than ±0.05, **escalate the issue to the P&E team** for further investigation. The **vendor** will review and **resolve the dimensional calibration issue remotely**.

3.3.6. For visual guidance, refer to the **Dimensional-calibration video**. *(Open the video on a computer for best view)* Dimensional Calibration 1.mp4 & Dimensional Calibration 2.mp4

4. Post-Calibration

4.1. Record calibration result in weekly calibration log sheet.

4.2. Report any variances outside acceptable range to P&E team.

4.3. Store the 4kg calibration weight in its designated secure box/area.

5. Escalation

Issue	Action
Weight / Dimensional variance persists after recalibration	Raise an email to P&E team at peops@smsaexpress.com
Calibration tool missing/damaged	Notify Operation Manager and request replacement

6. Safety & Best Practices

6.1. Handle calibration tool box with care to avoid damage.

6.2. Always place calibration tool box gently and centered on the platform.

6.3. Do not use uncertified tool for calibration. Only use the **blue calibration tool box** provided during DWS installation in each warehouse.

7. Documentation

7.1. Use the following log sheet format to record the weekly weight and dimensional calibration check.

7.2. Send this log sheet on weekly basis to P&E team at peops@smsaexpress.com for feasibility.

Record the following in calibration log:				Weight Calibration Record				Dimensional Calibration Record				
Sl. No.	Date	Time	DWS location	Actual Weight (Scale Empty) (kg)	Calibration Tool Actual Weight (kg)	Measured Weight by DWS(kg)	Weight Capture Result (Pass / Fail)	Calibration Tool Actual Dimension	Dimensional Data Captured	Dimensional Capture Result (Pass / Fail)	Remark	Operator Name & Signature
1	9-Nov-25	8:00 AM	RUH HUB - DWS	0 KG	4 Kg	4 Kg	Pass	400 mm × 300 mm × 200 mm	404 mm × 300 mm × 199 mm	Pass		
2	9-Nov-25	8:00 AM	DMM HUB - DWS									
3	9-Nov-25	8:00 AM	KMT HUB - DWS									
4			HAS HUB - DWS									
5			TUU HUB - DWS									
6			JED HUB - DWS									
7												
8												
9												