



# **CERTIFICATION OF WEIGHBRIDGE CLERKS OPERATING PUBLIC WEIGHBRIDGES**

## **Who Does This Leaflet Cover?**

Any person who operates a Public Weighbridge.

## **What Rules Apply?**

- All persons who operate Public Weighbridges need a Certificate of competence issued by their local Chief Inspector of Weights and Measures.
- The certificates are issued free of charge following a brief oral or practical test.
- A summary of the test is given below.
- The test will be confined to the type of weighbridge the operator uses and the certificate is valid only for that type of weighbridge.

## **How Are Tests Arranged?**

Contact our Calibration Team on: 01905 822799 or email: [TSEnquiries@worcestershireTS.gov.uk](mailto:TSEnquiries@worcestershireTS.gov.uk)

## **Summary of test that will be given to a weigh clerk to ascertain that they have sufficient knowledge to perform their duties properly.**

They will be asked:-

1. To balance the machine with no load on the plate by means of the adjustment provided;
2. The meaning of the words 'gross', 'tare' and 'net';
3. The names of the units of weight in general use (Imperial and Metric) and must be conversant with their usage;
4. To subtract correct weights on specimen tickets;
5. (a) to operate the weighbridge with a load on the plate, read the weight correctly, and satisfactorily operate any ancillary equipment (e.g. a ticket printer);  
(b) demonstrate the ability to reset the date and time on an electronic ticket printer following a power failure;  
(c) where relevant to the equipment the need to have basic computer literacy and a knowledge of PC based weighing instruments
6. To name common faults that can lead to incorrect weighing's, for example, binding of the plate against the frame, vehicles not fully on the plate, flooded pits, etc.;
7. (a) to name precautions to be taken when weighing, for example, to be able to see the plate properly, to ensure that no-one is still on the vehicle, to see that a trailer is uncoupled from its towing vehicle if the latter is not being weighed, only to weigh vehicles or items which exceed the marked minimum load of the equipment, etc.  
  
(b) Weigh Clerks should be aware that overloading a vehicle is an offence and should be prepared to assist drivers who want to check gross (including driver, mate etc) or axle weights where possible;

8. If they understand the responsibilities placed upon them by the Weights and Measures Act 1985, when these responsibilities have been explained to them;
9. To make out a specimen weighbridge ticket after weighing a load, inserting all the particulars required, namely date, time, registered number of vehicle, load, and details of weight found and to be aware of recording each weighing and to retain the records for at least two years;
10. To name the precautions to be taken in making out tickets, such as not leaving blank weight spaces (these should be crossed through or cancelled by words such as "not ascertained", or "vehicle not tared"), not inserting a tare weight unless it has been ascertained by weighing, not accepting a tare weight taken more than 24 hours previously or on another machine, using ink or indelible pencil for entries, avoiding alterations, etc;
11. In appropriate cases, to convert imperial and metric weights. Conversion tables may be used.