

**UNIVERSITY OF LEICESTER, LOUGHBOROUGH UNIVERSITY
&
UNIVERSITY HOSPITALS OF LEICESTER NHS TRUST
JOINT RESEARCH SUPPORT OFFICE
STANDARD OPERATING PROCEDURES**

**Research Space SOP 5002
v1.1 November 2017**

**Standard Operating Procedure for Performing a Body Weight
Measurement using the SECA 877 Digital Scales**

PGC Registration: C75/2017

OFFICE BASE

**Research Space
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1. Background

Research Space supports many clinical studies that require staff to measure an individual's body weight. Standardisation of this measurement is essential for collection of accurate readings.

2. Purpose

This Standard Operating Procedure (SOP) describes the correct procedure for performing body weight measurement using the SECA model number 877 digital weighing scales.

3. Scope

This policy applies to all staff using the SECA 877 digital weighing scales for the measurement of body weight within Research Space.

4. Responsibilities

Before using the SECA 877 scales to measure body weight, staff are responsible for:

- familiarising themselves with the equipment
- reading this SOP and the manufacturer's instruction manual

5. Procedure

5.1. Setup

- Prior to use, the scales must be positioned and aligned according to the manufacturer's instructions
- Before measurement, the volunteer should remove their shoes, outdoor clothing, and any heavy items from pockets

5.2. Measurement

- To activate the scales briefly press the black pad on the scales
- **SECA, 8.8.8.8.8** and **0.0** will appear consecutively on the display
- The scales are automatically zeroed and ready to use
- Ask the participant to stand on the scales and instruct them to keep still

- The result will appear on the digital display
- The scales will automatically switch off after 20 seconds

Note: the Seca 877 scales have maximum weight threshold of 200kg. If a load exceeding this is placed on the scales **STOP** will appear on the display.

6. Maintenance


6.1. Cleaning

- Equipment must be cleaned after use according to the UHL Cleaning and Decontamination policy and manufacturer's instructions
- Never use abrasive or acid cleaners, white spirit, benzene or similar as these can damage the surfaces

6.2. Calibration

- This must be undertaken annually by an approved company

6.3. Changing Batteries


- Batteries must be changed if  or **bAtt** appears on the display:
 - Turn over scales so that the base is easily accessible
 - Push the battery compartment closure towards *battery* and hold open the cover
 - Take out the holder and the batteries
 - Replace the used batteries and place the holder back in the battery compartment
 - Close the cover and turn the scale back the right way

7. Related documents

- Seca 877 Instructions For Use
- RS-SOP 5001 - Housekeeping within Research Space, LRI
- UHL B5/2006 - Cleaning and Decontamination for infection prevention

8. List of Appendices: N/A

9. Approval and sign off

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