	<b>METROLOGY</b>	MET-FO-013
	<b>CALIBRATION SERVICE REQUEST FOR ONSITE CALIBRATION</b>	VERSION 2 Date of issue 27/10/2021

<b>No.:</b>	<b>Date:</b>
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**CUSTOMER INFORMATION (To be completed by customer)**


<b>Name of customer:</b>	<b>Address of customer:</b>
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<b>Contract no., if any:</b>	<b>Contact no.:</b>
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**Detailed of instrument received for calibration**

No.	Description	Brand	Type/Model	Serial no.	Range	Accuracy	Acceptance criteria	Reference calibration method
01								
02								
03								
04								
05								
06								
07								
08								
09								

*I certify that the requested equipment to be checked has been:*     
 *Decontaminated*     
 *Non-Decontaminated*

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INSTRUMENT AND CALIBRATION INFORMATION <i>(To be completed by MET)</i>	
<b>Calibration Validity:</b>	<b>Accessories, If any:</b>
<b>Condition of instrument before calibration:</b>	<b>Expected calibration date:</b>
<b>Calibration requirement:</b> <input type="checkbox"/> Accredited calibration <input type="checkbox"/> Verification/Functional testing	<b>Reason in case of verification/functional testing:</b>
Does the customer require statement of conformity? If <b>Yes</b> , then refer the document against which the statement is to be given.	
Is the uncertainty of measurement taken in to consideration to provide statement of conformity as a decision rule?	<input type="checkbox"/> <b>Yes</b> , following ILAC-G8:09/2019 Clause 4.2.2 (Guard Band $w = 1 \times U$ where $U$ is expanded uncertainty) <input type="checkbox"/> <b>No</b> , support the written agreement from the customer along with this request.
Which accreditation symbol the customer requires to be appeared on the calibration certificate?	<input type="checkbox"/> IAS <input type="checkbox"/> DA <input type="checkbox"/> Both (Extra charge is required)
<b>Document submitted</b>	Operating / Service / Maintenance Manual, Specification Details, Circuit Diagram, Others
<i>I / we agree the details and terms and conditions as mentioned for calibration on the next page.</i>	

**Reviewed by:**


**Accepted by:**

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*(Signature and Name of Lab employee)*

*(Signature and Name of customer/representative)*

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### **TERMS AND CONDITIONS (EXTERNAL CUSTOMER ONLY)**

- Acceptance Criteria, as given by the customer to notify status of Instrument after calibration in the Report issued by MET.
- Report will be submitted after receipt of 100 % Payment.
- Service Tax is applicable as per Government rules and regulations.
- All possible care will be taken in handling the instruments but the risk of damages during calibration must be assumed by customer.
- Customer has to provide an air conditioner room having adequate working platform for calibration activities.
- Dis-assembling and assembling of instruments must be done by the customer.
- In case of any dispute, the decision of Head of MET will be final.

#### **Memorandum**

- The calibration certificate issued by MET is a record and the result of measurement is conducted on products submitted to us for calibration. Unless otherwise specified in the report, the results are applicable to only to those products, which have been calibrated and do not apply to other product even though declared to be identical.
- This certificate if reproduced for any purpose commercial or otherwise should be reproduced in full. Reproduction of a part of the report or an abstract thereof must be specifically approved from the Head of MET.

#### **Liability Clause**

- MET shall not be liable for any change in calibration data and performance specification on account of malfunctioning of the standards / instrument / equipment due to any damage caused to it after the certificate, in respect of it, has been issued.
- The certificate shall not be regarded in any way diminishing the normal contractual responsibilities / obligations between the customer and MET.
- The results reported in this calibration certificate are valid only at the time of and under the stated conditions of the measurements.

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