

Appendix 4e Laboratory Job Control

GENERAL CALIBRATION REQUEST FORM

<p>This form is to be used to confirm a verbal request for calibration work to be carried out by the Metrology Team, Consumer Protection, Durham County Council, EHCP, PO Box 617 Durham, DH1 9HZ. When completed the form should be returned by post or emailed to tradingstandards@durham.gov.uk</p> <p>Work will not commence until written instructions are received.</p> <p>Please ensure that all items for calibration are clean & free from corrosive or harmful substances. A charge will be made for any additional work incurred. Durham County Council welcomes customer feedback, help us to help you by letting us know what you think of our service. Please let us have your comments, compliments, complaints by contacting the Head of Service on 03000 261016</p>			
CUSTOMER NAME:			
ADDRESS:			
CUSTOMER CONTACT:			
PHONE:		FAX:	
CUSTOMER ORDER NUMBER:			
MATERIEL DESCRIPTION. e.g. 5 x Brass rectangular 2kg weights. (Include any identification, or attach details to this sheet.)			
Indicate with a tick the tolerance level to which the materiel is to be calibrated;			
b) Mass O.I.M.L. M1 tolerance, Weights & Measures Working Standard tolerance. (e.g. 1kg=+/- 0.05g)			
c) Mass OIML. M2 tolerance (E.E.C. Directive No 71/317), Medium accuracy weights, UK Trade tolerance; The Weights Regulations 1986. (e.g. 1kg=+/- 0.2g)			
d) Other tolerances.(specify):			
Is materiel outside tolerance to be adjusted and recalibrated:			YES / NO
Requested date for completion		Customer Signature	
Customer to Deliver Goods			YES / NO
Upon completion of calibration customer to collect goods			YES / NO
Comments			
For internal use only			
Job No		Date Rec	Officer.