



# 1<sup>st</sup> Lab - FPSI Metrology Laboratory

**FIRST PHILIPPINE SCALES, INC.**

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## REQUEST FOR TECHNICAL SERVICE - CALIBRATION LAB

RTS No. \_\_\_\_\_ rev. \_\_\_\_

Requesting Company: \_\_\_\_\_ Tel : \_\_\_\_\_  
Contact Person : \_\_\_\_\_ Dept: \_\_\_\_\_ Email: \_\_\_\_\_  
Calibration Location:  1<sup>st</sup> Laboratory  On- Site: \_\_\_\_\_

Name to Appear on Certificate: \_\_\_\_\_  
Address: \_\_\_\_\_

**Note:** 1st lab is accredited by the Phil. Accreditation Office (PAO), DTI Phils. in accordance with PNS ISO/IEC 17025:2005. Accreditation covers Balances Class I to III, Weights F1 and below, etc. For updated accreditation info, please check [www.timbangan.ph/laboratory.php](http://www.timbangan.ph/laboratory.php)

REFERENCE CODE	BRAND	MODEL / TYPE	DESCRIPTION	SERIAL NO.	ACCURACY CLASS	REMARKS

other requests: \_\_\_\_\_

Sample brought by: \_\_\_\_\_ FPSI Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

### Terms & Conditions:

- Customer and 1st Laboratory agrees that information contained on this RTS and subsequent Calibration Reports shall be held strictly confidential.
- Calibration Report and / or sample (s) not claimed within 30 days after the due date shall be deemed invalidated and forfeited.
- LIMITATION OF LIABILITY – in no event shall 1st Laboratory be held liable for any direct, indirect incidental or consequential damages including affecting the performance and the accuracy of test materials resulting from customer's inappropriate selection/test specification.
- The customer may give special requests/requirements like for the packaging. 1st Lab will try to comply provided that such specifications are feasible, readily available and the customer shall pay for the additional cost for the special request.
- Customer is aware that some factors may affect calibration results including moving the balance, damage to sample, change in environmental conditions which may invalidate the calibration results.
- Claim slip must be presented when claiming samples and report. Should the customer fail to produce the claim slip, proof of ownership and company authorization letter needs to be provided and subject for verification.
- Customer shall specify the calibration interval on the remarks. If not specified, customer agrees to FPSI's recommended 1 year calibration interval, which is the required maximum interval for initial calibration of balance and mass (working class) recommended by PAO in PAO LA/SR07supplementary.
- If seal is missing, broken or tampered, report/s shall be invalidated.
- FOR ON-SITE VERIFICATION/CALIBRATION:
  - Customer agrees to provide environment in accordance to Laboratory's standards on environmental condition.
  - In the event of delay caused by customers fault/lapses, the customer shall be liable to pay the additional day/s charges.
  - Access to the calibration area shall be at the discretion of the Senior or On-site analyst.
  - For calibration of Class I or Class II weighing devices, it is recommended to calibrate the item on-site, otherwise 1st Lab will issue certificate without PAO logo.
- Should the sample be damaged or not passing the standard, repairs may be quoted separately by FPSI service department. Should the customer opt not to repair the item, the report will show the result as evaluated.

**Conforme:**

Due Date (Fill up by FPSI)

\_\_\_\_\_  
Signature Over Printed Name

### RELEASING

Sample (s) Received by:

Report Received by:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Date: