	Bureau of Product Standards (BPS) 3rd Floor Trade and Industry Bldg. 361 Sen. Gil J. Puyat Avenue Makati City TEST REQUEST FORM	FORM	No.	SD-A41-QF0001
			Revision No.	2
			Effectivity Date	30 April 2009
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Application : ___PS Original ____PS Annual ____ ICC (B/L #) _____ Sample Code: _____

___Re-test ____ Re-sampling _____ Others (Pls. specify) _____

Attn: Center Manager
BPS Testing Center
MIRDC Compound
Gen. Santos Ave. Bicutan, Taguig, M.M.
telefax: 838-0542
e-mail address: bpstestservice@yahoo.com

Thru: Laboratory/Section Head
__Electrical Lab.I:Wires & Cable/Wiring Devices/Lighting Sec.
__Electrical Lab. II: Heating/Motor/Audio and Video Appliances Sec.
__Chemical Lab.
__Mechanical Lab.

From: _____
Name of Company

_____
Address

_____
Company Representative/Contact Person Designation

_____
Telephone No. Fax. No.

_____ : _____
Sample submitted by/Designation/Date : Sample drawn from (Source)/ Drawn by/Date

Product Description (Brand/Model/Type/Size/Technical File No.)	Quantity	Test Standard/Method	Uncertainty of Measurement Required?
			YES _____
			NO _____

Review of Request

1. Within the testing capability and resources of BPS Testing Center the abovementioned request for test shall be conducted.
2. The tests shall be conducted in reference to the abovementioned Test Standard/Test Method.
3. The client shall be informed by BPSTC through telephone/writing prior to deviations (if there's any) from testing work.
4. In the event that samples need to be subcontracted, BPSTC shall inform the client (through telephone/writing) that these samples shall be sent (preferably) at an ISO/IEC17025 (or equivalent QS) accredited laboratory . In this connection, please be informed that :
   4.1 BPSTC shall act accordingly upon the written reply from the client.
   4.2 If samples will be sent at an ISO/17025 accredited laboratory BPSTC shall not be liable for whatever damage the sample will sustain brought about by the destructive tests (if any) performed on the sample.
5. Change(s) in the request for testing work should be advised to BPSTC, in writing, addressed to the Center Manager. In connection with this please be informed that :
   5.1 If request of halt of all/some tests is made, excess/undue payment (if any) shall be refunded only by way of crediting this payment to future financial obligation of the payer to BPSTC.
   5.2 BPSTC shall consider request for additional test(s) as new testing work. Thus another test request shall be filed.
6. After the conduct of test, the tested samples shall be retained for 30 days after the release of Test Report. BPSTC shall entertain inquiries/claims regarding this particular testing work only within this period. After this period had elapsed, BPSTC implements its procedure for retrieval/disposal of tested samples.
7. To facilitate the retrieval of tested samples kindly note your intention below:

   _____The client will retrieve the tested sample.
   _____The client will not retrieve the tested sample.
8. For PS/ICC Scheme client, request for Re-test/Re-sampling shall only be conducted for samples that failed with a (the) requirement(s) of the relevant Test Standard/Test Method. In this connection please be guided that :

   8.1 BPSTC shall consider this request as new testing work. Thus, another test request shall be filed.
   8.2 Conduct of Re-test shall be performed *on the reference sample and only for the specific test requirement that the sample failed*.
   8.3 Conduct of Re-sampling shall be performed *on the new sample drawn and submitted and for all the test requirements.*
9. Official Report of test will be released tentatively _____ working days after the start of test. For non-PS/ICC Scheme client, official Report of Test shall not be released upon full payment of testing fee. BPSTC shall not send official Report of Test through fax or e-mail.

Remarks:

Conforme : Name and Signature (Company Representative) Date : Name and Signature of Lab. Head/Section Head Date:

SAMPLE MANAGEMENT SECTION FINANCE SECTION

Sample Received by:	Date Received	Payment (Partial/Full)Amount	OR NO.
Sample Mgt. Officer		Cash	Check
Remarks			Bank
			Date payment received
		Finance Officer	

To all BPSTC Clients:
For your guidance please read the following General Information in the Acceptance of Testing Work at BPSTC.

Submission of samples and payment of testing fees

A. For PS/ICC Scheme Client only

1. Samples to be submitted should be accompanied with completely and accurately filled up (in triplicate copies) official Test Request form.
2. To validate the drawn samples, the sample itself (where applicable) should be duly signed/dated by the assessor who drew the said samples.
3. In cases where samples maybe sent through courier, BPSTC may accept the samples but it reserves the right not to officially log the samples and subsequently test them until payment has been made.
4. Number/Amount of samples to be submitted should be adequate (and where practicable including its required reference sample), and where applicable, includes accessories, component list, circuit diagram, material specification, product catalogue. The quantity/description and specification of the product should reflect what is declared in the Test Request form.
5. Additional testing fee maybe charged after the actual assessment made by BPSTC.

B. For Non-PS/ICC Scheme client only. *(These are not intended for Product Certification Application (PS/ICC) or for Standards Development testing, the results of which are intended for in-house/company/market monitoring use only).*

1. Client shall fill up completely and accurately (in duplicate copies) official Test Request form.
2. Number/Amount of samples to be submitted shall be adequate and where applicable, includes accessories, component list, circuit diagram, material specification, product catalogue.
3. Testing fees can be advised during the assessment of the samples upon submission. Amount of testing fee will depend on the type of tests, number of tests to be conducted, the number of samples/type that are to be submitted.
4. BPSTC accepts payments made in cash or check addressed to Bureau of Product Standards (BPS).

C. For all types of client

1. The clients are advised to protect their samples from damage/deterioration during transport from their premise to BPSTC.
2. Prepared samples submitted for specific test/s (where applicable) are highly appreciated for this will help speed up the testing process.

Testing of Samples

1. BPSTC follows the "first in first out policy" in accomplishing its testing work.
2. BPSTC maintains a tentative due date for the completion of its testing work, depending on the workload of the concerned laboratory.

After test

A. For PS/ICC Scheme Client only

1. BPSTC through the concerned TE/LH/SH shall entertain inquiries/concerns re: status/release of Report of Test only from AT5 (Product Certification)

B. For non-PS/ICC Scheme Client

1. Status/Release of Test Report can be communicated to Sample Management Officer in charge.

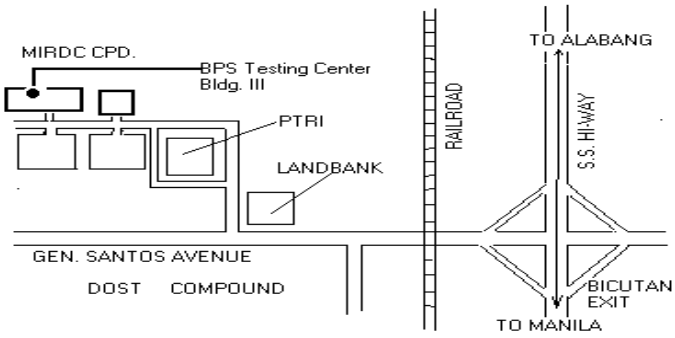
C. For all type of Client

1. Only the written Report of Test approved by the Center Manager shall be considered valid.

Retrieval of tested samples

Note: The client should state his intention (see back) to retrieve the tested sample. To retrieve the tested sample, the company representative must present the sent/faxed copy of Notice of Retrieval together with Company ID at the Sample Management Section.

Service to Client

1. For our continual improvement, we encourage our client to fill up our "Client's Feedback Form" upon submission of the samples.

2. BPSTC accepts samples at the Sample Management Section, BPSTC Building IIII as shown here in our location map.