



Mass Metrology Laboratory (MML)
 Department of Mechanical and Manufacturing Engineering
 Faculty of Engineering, Universiti Putra Malaysia
 43400 UPM Serdang, Selangor, Malaysia
 Tel:603-89464305 Fax:603-89464440 Email:zam109@upm.edu.my

F3-F

Job Number
 20___/FK/MML/J___

APPLICATION FOR CALIBRATION SERVICES FORM

APPLICANT

Organization and Address : _____

 Name : _____
 Tel. No. : _____
 E-mail Address : _____

ITEM INFORMATION

Standard Weight

Mass Range (unit) & Quantity :

Classification of Mass : F1 F2 M1 M2

Type of Material : Stainless Steel Brass Copper
 Other: _____

(Use one form for each set of standard weight)

Balance

Balance Capacity :

Readability :

Brand/Model :

Serial Number :

(If more than one balance, attach a list of balances having all of above information)

COVENANT OF APPLICANT

TYPE OF PAYMENT

By signing this form I take full responsibility for the payment of the services rendered.

Signature of applicant and official stamp:

.....

Date :

Vot No: _____ - _____ (PTJ)

Cheque/Bank Draft/Postal Order
 (payable to BENDAHARI UPM)

Cash Receipt from Bendahari

Bank Transfer (CIMB Bank)
 KIRA-KIRA UNIVERSITI PUTRA
 MALAYSIA
 1215-0005004-05-0

Local Order (LO)/Purchase Order (PO)

Address to:
 BENDAHARI UPM,
 BANGUNAN PENTADBIRAN,
 UNIVERSITI PUTRA MALAYSIA,
 43400 UPM SERDANG,
 SELANGOR DARUL EHSAN, MALAYSIA.

FOR LABORATORY USE

Mass

Balance

Condition of mass received (please describe if any discrepancy)

On-site Date of Calibration Work :

After calibration

Contact Person :

Mass received by :

Place & time of meet :

.....

Customer's Signature

Name:

Date:

ISSUANCE OF CERTIFICATE:

Customer self-collect (for mass calibration, this option is compulsory because your certificate will be given together with your mass)

Postage (extra cost imposed)

Despatch (inside UPM only)

Reviewed by :

TM/DTM/Technical Staff

.....

Date :

* Please refer Page 2 for list of testing



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| CALIBRATION FACILITIES <i>Please Mark (✓) Test(s) Required</i> | |
|---|--|
| Mass Metrology Laboratory (MML) Block B, Department of Mechanical and Manufacturing Engineering | |
| Standard Weight 1 mg – 10 kg | <input type="checkbox"/> Balance Calibration |
| Balance / Comparator AX2005 – 2 kg (1 mg – 2 kg) | <input type="checkbox"/> Standard Weight Calibration |
| Balance / Comparator XP56C – 5 kg (1 µg – 5 kg) | <input type="checkbox"/> Standard Weight Calibration |
| Balance / Comparator AX10003S – 10 kg (1 mg – 10 kg) | <input type="checkbox"/> Standard Weight Calibration |