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| --- | --- | --- | --- | --- | --- | --- |
| **Customer Details** | | | | | | |
| **Customer Name:** |  | | | | | |
| **Customer Address:** |  | | | | | |
| **Contact Name:** |  | | | | | |
| **Contact Phone:** |  | | | | | |
| **Contact Email:** |  | | | | | |
|  |  | | | | | |
| **Purchase Order Number:** |  | | | | | |
|  | | | | | | |
| **Certification Customer Details** | | | | | | |
| *If different to the above, please provide the customer details to be shown on the certificate* | | | | | | |
| **Customer Name:** |  | | | | | |
| **Customer Address:** |  | | | | | |
|  | | | | | | |
| **Items for calibration** | | | | | | |
| *Please indicate below the type of instrument and quantity of each type of instrument that require calibration.*  ***You will be required to complete an instrument details and calibration requirements form (ECF 1351) for each item identified below.*** | | | | | | |
| **Instrument Type** | | Quantity |  | **Instrument Type** | Quantity |
| **Controller / Indicator** | |  | **Beamex Multifunction Calibrator** |  |
| **Recorder / Data Logger** | |  | **Eurotherm Memocal** |  |
| **Handheld Thermometer** | |  |  |  |
|  | |  |  |  |
|  | | | | | | |

**Eurotherm Identification Labels**

By default, upon completion of a calibration of an instrument, whether a UKAS Calibration or a Eurotherm Traceable Calibration, a Eurotherm identification label will be attached to each instrument, clearly identifying the calibration status of the instrument.

The Eurotherm identification label will be associated to the issued calibration certificate per instrument calibrated, whether UKAS Calibration or Eurotherm Traceable Calibration and will also contain the calibration certificate number, the customer’s internal identification number, the date of calibration, the next calibration due date (where applicable and requested), the performing calibration engineer, the instrument serial number, UKAS Logo with lab identification number (where UKAS Calibration is applicable) and a QR code.

The QR code is linked to the relevant calibration certificate for on the spot review of the calibration certificate. Using a compatible device connected to the internet, the certificate will be available for viewing on the device used to read the QR code, providing that the first four characters of the instrument serial number is entered and matched to the calibration certificate.

|  |  |  |
| --- | --- | --- |
| **Eurotherm Identification Label Required** | **YES** | **NO** |
| **Re-Calibration due date to be completed by Calibration Engineer** | **YES** | **NO** |
| **Re-Calibration due date format (where applicable and not determined by industry specifications)** | **DD MMM YYYY** | **MMM YYYY** |
| **Do you understand the functionality of the QR Code and accept the accessibility for any person with compatible device / necessary instrument information?** | **YES** | **NO** |

**Calibration Adjustments:**

When an instrument is found to be out of the given specified tolerances, the Eurotherm engineer will adjust the instrument to within the limits where possible. If any instruments cannot be adjusted to the required tolerance our Engineer will contact your representative. If you would like to set a limit on the amount of As Found error before requiring adjustment please indicate below, for example; if the As Found reading is more than 90% of the specified tolerance:

|  |  |  |
| --- | --- | --- |
| **Do you require adjustment of the instrument when the As Found results exceed a certain percentage of the requested tolerances provided?** | **YES** | **NO** |
| **Please indicate the percentage limit at which you would like the instrument adjusted:** | **%** | **Of specified tolerance** |

**Eurotherm Decision Rules & Application**

A decision rule is a rule which describes how measurement uncertainty is accounted for when stating conformity to a specified requirement.

|  |  |
| --- | --- |
| YES | NO |

Do you require a conformance statement to a specification declaring on the calibration certificate?

***If yes, please state applicable specification/section:* ………………………………………………………………**

***Stating compliance to the above specification will mean the results displayed on the calibration certificate will be analysed inclusive of our uncertainty of measurement, following good industry practice and the guidelines laid out in the ILAC document G8:09/2019 meaning the following will apply:***

1. ***Readings, including calibration uncertainty which are within the tolerance acceptance band will be classified as “Pass”***
2. ***Readings which are themselves within the tolerance band, but with the uncertainty accounted for may fall outside the tolerance agreed will be classified as a “Pass”***
3. ***Readings which are themselves outside the tolerance band, but with the uncertainty accounted for may fall inside the tolerance agreed will be classified as a “Fail”***
4. ***Readings, including calibration uncertainty which are outside the tolerance acceptance band will be classified as “Fail”***

***If no, results displayed on calibration certificates will not make provision for the inclusion of uncertainty of measurement making any assessment of suitability for use the responsibility of the user.***

*Calibration certificates will contain ‘As Found’ and ‘As Left’ readings and calculated errors by default.*

|  |  |
| --- | --- |
| **Please review all of the details you have provided in the sections above and for each of the items requiring calibration for both completeness and accuracy, and sign below to formalise the outlined requirements.** | |
| **In accordance with the details provided above and on each instrument details and calibration requirements forms; our instruments / equipment will be calibrated in accordance with the above instructions.** | *For and on Behalf of the customer:* |
| *Date:* |