

Annex 1

RHAP07F01: CALIBRATION REQUEST FORM

To send equipment off site for calibration, please complete the following form and take **2 copies** with the equipment to Equipment Stores (Pete Trodd) **by 1500 on Thursdays** (collections are made on a Friday morning)

Make	
Model	
Serial Number	
Plant Label Number	
Type of Equipment (Balance, scope, power meter etc.)	
Usual location of equipment	
Custodian	
Form submitted by	
Date form submitted	
UKAS Calibration Required? (mainly applies if equipment is used in an area accredited to ISO 17025, if not standard calibration should be suitable)	
Urgency (depending on equipment, the normal turn around is 1-2 weeks. UKAS calibration and radiation equipment may take longer)	
Known Faults	
Other Information (range, frequency, accuracy etc. If other than manufacturer's specification)	