

# REVIEW OF REQUEST

SERC MECHANICAL TESTING LABORATORY (SMTL)



**SMTL**  
**QRF 004**

Issue No.: 2  
Revision: 03  
Effective date: Feb 5, 2024

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## A. REVIEW OF REQUEST FORM

Job No: SMTL/20\_\_ / \_\_

APPLICANT'S INFORMATION			
Applicant Name			
Company Name			
Company Address			Postcode
Phone No.			Email
Any Relationship with SMTL Personnel	<input type="checkbox"/> Yes. State the relationship: _____ <input type="checkbox"/> No		
TESTING DETAILS			
Equipment Required	<input type="checkbox"/> 50 kN Load Cell UTM	<input type="checkbox"/> Others: _____	
Type of Testing	<input type="checkbox"/> Tensile Test* <input type="checkbox"/> Flexural Test* <input type="checkbox"/> 3 Point Bending*	<input type="checkbox"/> Others: _____ <b>Note: *SAMM Accredited</b>	
Test Method/ Standard			
Test Parameter	<input type="checkbox"/> Test Speed: _____ mm/min <i>*If not stated, SMTL will choose according to the requirement from test method/standard.</i>		
Test Result			
SAMPLE DETAILS (Please fill in Appendix if you have more than 1 sample)			
Sample Name			
Sample Dimension			
Type of Sample			
Method Preparation			
Number of Specimen			
Disposal	<input type="checkbox"/> Self-collect	<input type="checkbox"/> Will be posted with the test report	
PAYMENT			
<input type="checkbox"/> Full and advance payment		<input type="checkbox"/> Agreed period payment between two parties Date: _____	
DECLARATION			
I, hereby, understand and agree the terms and conditions attach with this form and declare that all information and/or statement given in this form are correct to my knowledge.			
Name			Applicant's
Date			Signature:

\*SAMPLE ARE TESTED AS RECEIVED FROM CUSTOMER

Reviewed by;

Approved by;

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

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

Disclaimer: Result release upon payment confirmation and customer feedback form received.

Acceptance of Results

Collected by:

Date:



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### Terms and conditions (T&C)

1. The lead time for completing the work activities within fourteen (14) working days or agreed period between laboratory and customers.
2. SMTL does not conduct sampling. Sample tested as received from customer.
3. SMTL does not implement decision rule.
4. SMTL does not report the statement of conformity to the customer.
5. Charges applies for 1 sample with a maximum of 7 specimens (applicable for sample with the same batch and method only).
6. The measurement uncertainty is available upon request with additional charges.
7. Specimen/sample will not be accepted unless properly labelled.
8. The lab bears no responsibility for loss or damage of specimen/sample after job/examination/analyse completion.
9. Result release upon payment confirmation and customer feedback received.

<b>REVIEW OF REQUEST</b>	SERC MECHANICAL TESTING LABORATORY (SMTL)		 <small>UNIVERSITI SAINS MALAYSIA</small> <b>APEX</b>  <small>SCIENCE AND ENGINEERING RESEARCH CENTER</small>
	<b>SMTL</b> <b>QRF 004</b>	Issue No.: 2 Revision: 03 Effective date: Feb 5, 2024	

**FOR INTERNAL USE**

**B. CHECKLIST FOR REVIEW OF TESTING**

1.	Sample	<input type="checkbox"/> Adequate <input type="checkbox"/> Not Adequate    Remarks:
2.	Condition of Samples ( <b>SAMPLE ARE TESTED AS RECEIVED FROM CUSTOMER</b> )	<input type="checkbox"/> Acceptable    Remarks: <input type="checkbox"/> Not Acceptable
3.	Standard Method specified in application can be followed	<input type="checkbox"/> Yes <input type="checkbox"/> No    Remarks:
4.	Availability of Equipment	<input type="checkbox"/> Available <input type="checkbox"/> Not Available    Remarks:
5.	Payment	<input type="checkbox"/> Full and advance payment    Remarks: <input type="checkbox"/> Agreed period payment between two parties Noted: with approval Technical/ Quality Manager
6.	Proceed to conduct testing: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If YES:	Remarks:
	<input type="checkbox"/> Inform Customer <input type="checkbox"/> Return Sample <input type="checkbox"/> Issue a non-conformity <input type="checkbox"/> Others	
	If NO:	Remarks:
	<input type="checkbox"/> Inform Customer <input type="checkbox"/> Return Sample <input type="checkbox"/> Issue a non-conformity <input type="checkbox"/> Others	
7.	Test Report	<input type="checkbox"/> SMM Logo <input type="checkbox"/> No SMM Logo    Remarks:
8.	Technical Analyst In Charge:	
	<b>Reviewed by;</b>  _____ Date:	<b>Approved by;</b>  _____ Date: