



THE HONG KONG STANDARDS AND TESTING CENTRE LTD

HEAD OFFICE: 10 Dai Wang Street, Taipo Industrial Estate, Tai Po, N.T., Hong Kong

Tel: (852) 2666 1888 Fax: (852) 2664 4353

CUSTOMER SERVICE CENTRE: MTR Kiosk 5, Cheung Sha Wan Station Tel/Fax: (852) 2725 6717

APPLICATION FOR CALIBRATION SERVICE

CAL_888_01 eRev16

Applicant : _____
 Address : _____

 Contact Person : _____
 Telephone : _____ Ext : _____
 Fax : _____ Email : _____

For Office Use	
Application No.:	_____
Customer No.:	_____
Received:	_____
Committed:	_____
Reviewed by:	_____
Date	_____

(Please Fill in with Block Letters)

Equipment Type: _____
Brand Name / Manufacturer: _____
Model / Type No.: _____
Serial No.: _____
Accessories Submitted: _____

STC Quotation Ref: _____
Calibration Requirements: _____

Service Required* : Regular Priority
* Sample pick-up time not included (10 working days) (5 working days, 40% surcharge)

Equipment to be Collected after Calibration: Tai Po Head Office Cheung Sha Wan MTR Courier**

Report to be Collected: Tai Po Head Office Cheung Sha Wan MTR Mail / Courier**

**Service charge may be levied if equipment / reports are to be returned by mail / courier

I, hereby, confirm my agreement to the Terms and Conditions contained in this form (also available at <https://www.stc.group>) as a condition for the contract with The Hong Kong Standards and Testing Centre Ltd. Prior to this confirmation, I have been briefed with such Terms and Conditions to my understanding and was given opportunities to raise question, if any.

Authorized signature and company chop of the applicant: _____
 (Test requisition without authorized signature and company chop will not be accepted)

Printed Name: _____ **Job Title:** _____ **Date:** _____

Should you prefer not to use your data for our marketing promotions, please send us your request by emailing to hkstc@stc.group. Please use your email address that you would like to stop receiving promotional emails when submitting the request to us. Please do not disclose any confidential information such as telephone number, other email address, etc. in your email. We will arrange to have your email address excluded from our promotional email list without charge. If you wish to make any enquiry or request, please contact us by calling (852) 2666 1888.

GENERAL CONDITIONS OF CALIBRATION SERVICES

THE HONG KONG STANDARDS AND TESTING CENTRE LTD., hereinafter called "the Centre", while reserving the right to decline, without giving any reason whatsoever, any request for the undertaking of a calibration assignment, will carry out at the request of the Applicant the required calibration subject always to the following conditions:-

1. All materials, equipment and other property to be calibrated shall be delivered at the cost of the Applicant and in accordance with the requirement of the Centre. At the conclusion of the calibration, the Applicant shall, if required by the Centre, collect the materials or equipment. In any event, if the materials or equipment are not collected by the Applicant within 60 days from the issuance date of the test report, the Centre may at its entire discretion dispose of the same without any compensation to the Applicant.
2. No liability shall be incurred by, and no claim shall be made against, the Centre or its servants, agents or other persons employed at the Centre's premises where such calibration is to be carried out, in respect of any loss or damage to any such materials, equipment and property occurring whilst at the said premises, or in the course of transit to or from the said premises, and whether or not resulting from any acts, neglect or default on the part of any such servant or agent of the Centre, or any other person as aforesaid.
3. Equipment submitted for calibration should be in good working order. The Centre does not undertake to repair, clean or adjust equipment submitted. Where a piece of equipment is found to be defective on arrival, or to have developed a fault during calibration, a partial fee will be charged to cover the work done.
4. Equipment submitted for calibration are accepted on the understanding that the Report issued cannot form the basis of, or be the instrument for, legal action against the Centre.
5. Equipment are deposited with and accepted by the Centre on the basis that either they are insured by the Applicant or the Applicant assumes entire responsibility for loss through fire, theft or burglary, or for damage arising directly or indirectly in the course of analysis, handling, without recourse whatsoever to the Centre or any member of its staff.
6. A calibration report will be issued in confidence to the Clients and it will be strictly treated as such by the Centre. It may not be reproduced either in its entirety or in part and it may not be used for advertising or other unauthorized purposes without the written consent of the Centre. The Client to whom the Report is issued may, however, show or send it, or a certified copy thereof prepared by the Centre, to his customer, supplier or other persons directly concerned. Subject to Clause 7, the Centre will not, without the consent of the Clients, enter into any discussion or correspondence with nor disclose to any third party concerning the contents of the report unless required by the relevant governmental authorities, laws or court orders.
7. The Centre shall be at liberty to disclose the testing-related documents and/or files anytime to any third-party accreditation and/or recognition bodies for audit or other related purposes unless disagreed with by the Clients in writing at the time of them submitting the applications. No liabilities whatsoever shall attach to the Centre's act of disclosure.
8. The results given in the Report only relate to the values measured and in the environmental conditions at the time of calibration. Any uncertainties quoted will not include allowance for the equipment long term drift, variations with environmental changes, vibration and shock during transportation.
9. The Centre will not be liable, or accept responsibility, for any loss or damage howsoever arising from the use of information contained in any of its Reports or in any communication whatsoever about its said calibration.
10. Applicants wishing to use the Centre's Reports in court proceedings or arbitration shall inform the Centre to that effect prior to submitting the equipment for calibration.
11. If the Applicant does not specify the methods / standards to be applied, the Centre will choose the appropriate ones and further information regarding the methods can be obtained by direct contact with the Centre.
12. In the event of improper use of the Report, the Centre reserves the rights to withdraw it, and to adopt any other measures which may be appropriate.
13. In the event that any Report shall be proved to be inaccurate and that the inaccuracy thereof shall have been caused by the act or default of the Centre or its servants or agents then and in any such case the liability of the Centre shall be limited to refunding to the client for whom the Report shall have been made free of interest the fee paid to the Centre for making such Report and in no circumstances shall the Centre be liable to compensate or indemnify the client for whom such Report shall have been made or any third party whomsoever for or in respect of any consequential loss or damage sustained by any such party as a result of the inaccuracy of such Report and no matter from what cause such inaccuracy shall have arisen
14. Calibration results may be transmitted by electronic means at the client's request. However, it should be noted that electronic transmission cannot guarantee the information contained could not be lost, delayed or intercepted by third party. The Centre is not liable for any disclosure, error or omission in the content of such messages, which arise as a result of electronic transmission.
15. If necessary, the Centre may subcontract part of or all Calibration to competent subcontractors. If no objection is raised at the time of submitting this application, we shall assume the client's approval.
16. The Centre reserves the right to include Special Conditions in addition to the foregoing General Conditions if warranted by the particular circumstances of the required test or investigation. [this clause is only effective when the other parties is being informed]