

 SOUTHERN Metrology Proficiency Testing Center A Division of Southern Metrology and Calibration Services Inc.	Form No.	PTC-FRM-242
	Revision No.	1
	Effectivity Date:	1 Aug 2024
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Form Title: Proficiency Testing Request Form		

The information contained in this document is controlled and confidential to Southern Metrology Proficiency Testing Center

PROFICIENCY TESTING REQUEST FORM

Reference Number: _____

1. Participant information

Participant Name			
Address			
Contact person/ Designation			
Contact email/ Phone no.			
Purchase order number			

2. PT item details

PT Item Description			
Manufacturer/ Model			
Serial/ Identification number			
Range/Capacity		Resolution/Graduation:	
Set points/ Nominal values			

3. Activities requested

Proficiency Testing Scheme	Calibration laboratory
	Sub-Contractor:

4. Delivery method of the reports

Item	Email, pdf	Hand-carry	Courier
Proficiency Testing Scheme			
Interim Report			
Final Report			

5. Authorizations

The requirements and determinations contained in this proficiency testing request form have been reviewed and conformed.	
Participant Representative:	Proficiency Testing Manager
Signature over name	Signature over name

Note: For PTRF subject for participant confirmation and sent by email:

If SMPTC did not receive a response from the participant, SMPTC will assume that the request is cancelled.

6. Record of communication with the participant

Date	Contact	Contacted by:	Summary of communication/ outcomes