

MEDICAL LABORATORY SCIENCE COUNCIL OF NIGERIA NATIONAL LABORATORY EQUIPMENT CALIBRATION CENTRE

(NaLECC)

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Document No: NaLECC-QP-06-FA Ver: 01

WORK ORDER AND DECONTAMINATION FORM

Name of Organization:	Application	
	Date:	
Organization Address:		
Organization Phone No:	Remita No:	
Contact Person:	Phone No:	
Email Address:	Signature:	

The NaLECC General Terms and Conditions of Services shall apply to all calibration work orders.

PAYMENT IS DUE UPON RECEIPT OF WORK ORDER AND ITEMS.

NaLECC Turnaround Time is 14 working days

The confidentiality of all information generated in the course of calibrating your equipment is maintained by NaLECC.

A formal notice is sent in advance, except prohibited by law, through NaLECC's official email or letter head, to notify you of any information NaLECC intends to place in the public domain for purposes such as research, publication, litigation, recognition etc.

For mail-in services, send your items in a secure package and for onsite calibration: environment condition of 18-30°C and humidity of 50-80% must be maintained and decontamination must be done before calibration.

NOTE:

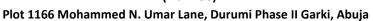
- i. Every part of this form must be completed.
- ii. The lab will not be liable for damages to items during transit
- iii. The client is responsible for shipping of items (both delivery and returning)
- iv. The delivery person has to wait for the items to be verified and accepted. Rejected items will be handed back to the delivery person.
- v. Issuance of NaLECC calibration certificate with uncertainty value is for equipment that passed calibration only while calibration report is issued to equipment that does not comply with specified requirement.

PAYMENT INFORMATION NaLECC ACCEPTS: Only payment through **REMITA** (Evidence of payment should be attached to this form)



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Speed Method (Centrifuge) Mass Method

NaLECC Method of Calibration:

Volume Method (Pipette)

Temperature Method

vimetric method LECC-TP-34	Comparison to standard thermometer		
	Comparison to standard dictinometer	Non-contact method	Comparison method
	NaLECC-TP-37	NaLECC-TP-29	NaLECC-TP-39
Gerence Standard (ISO 8566-6)	NaLECC-TP-28	Reference standard	Reference Standard
erational range:	Reference Standard (BN EN 60068-3-7)	(IEC-61010-2-020)	(OIML R111-1 2004)
to 1000ul	Reference Standard (DIN EN 60751)	Operational range:	Operational range:
	Operational range: -90 to 400°C	100 to 99999rpm.	1mg to 2kg.
State your acceptable limit Calibration Frequency Have any of the above item YES NO Biological Chemical Please provide method of	rule (Pass/ Fail or Blank): Pass/Fail t for the equipment if any (operation 3 months	nal range)nths hazards noted below (check e specify): Il that apply):	c all that apply)?
		a of this work order	
I certify that I have read a	nd agreed to the terms and condition	is of this work ofuer.	
•	nd agreed to the terms and condition Signature:		
•	Signature:		
Name:	Signature: Only		
Name:For NaLECC Use (Signature: Only		
Name: For NaLECC Use (Receiver's Name:	Signature: Only	Date: _	
		s of this work order	