



MEDICAL LABORATORY SCIENCE COUNCIL OF NIGERIA
NATIONAL LABORATORY EQUIPMENT CALIBRATION CENTRE



(NaLECC)

Plot 1166 Mohammed N. Umar Lane, Durumi Phase II Garki, Abuja

Email: info-nlecc@mlscn.gov.ng

Phone: 09151221136

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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NaLECC Method of Calibration:

Volume Method (Pipette)	Temperature Method	Speed Method (Centrifuge)	Mass Method
Gravimetric method NaLECC-TP-34 Reference Standard (ISO 8566-6) Operational range: 0.5 to 1000ul	Comparison to standard thermometer NaLECC-TP-37 NaLECC-TP-28 Reference Standard (BN EN 60068-3-7) Reference Standard (DIN EN 60751) Operational range: -90 to 400°C	Non-contact method NaLECC-TP-29 Reference standard (IEC-61010-2-020) Operational range: 100 to 99999rpm.	Comparison method NaLECC-TP-39 Reference Standard (OIML R111-1 2004) Operational range: 1mg to 2kg.

Tick if you want decision rule (Pass/ Fail or Blank): Pass/Fail Blank

State your acceptable limit for the equipment if any (operational range) _____

Calibration Frequency 3 months 6 months 12 months

Have any of the above items been exposed to or used with any hazards noted below (check all that apply)?

YES NO

Biological Chemical Radiological Other (please specify): _____

Please provide method of decontamination/sterilization (tick all that apply):

Ethanol Autoclave Soap & Water Irradiation Bleach Other (please specify): _____

I certify that I have read and agreed to the terms and conditions of this work order.

Name: _____ **Signature:** _____ **Date:** _____

For NaLECC Use Only

Receiver's Name:		
Designation:		Signature & Date: