


Calibration request for 1 kg prototype				 QUALITY MANAGEMENT SYSTEM
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CALIBRATION REQUEST FOR 1 kg PROTOTYPE

Name of National Metrology Institute:

Information of person to contact for Technical Information:

Name:

Telephone:

Fax:

email:

Proposed start date for the calibration:

Prototype No.

- After initial calibration, do you wish to have this prototype cleaned and washed by the BIPM Mass department? (**approximately two additional months will be required**)
Please indicate your choice by marking an "X" before the appropriate entry.
 - Yes, I wish to have the prototype cleaned and washed.
 - No, I do not wish to have the prototype cleaned and washed.
 - I will decide after the initial calibration.
 - I wish to discuss this question with the Director of the Mass Department.

- How do you plan to take care of Customs documents and formalities?
Please indicate your choice by marking an "X" before the appropriate entry.
 - Member-State of the European Union, no customs documents required.
 - Diplomatic bag.
 - ATA Carnet.
 - Other (Please contact BIPM for details).

You will shortly receive a form **BIPM/ADM-DOU/F-04** giving us your shipping and customs instructions. It must be completed and returned to the BIPM Director's Office, Legal, Administration and Human Resources Office before shipping or carrying the standards.

- Language of the certificate: English or French

- Address to which the calibration certificate shall be sent:

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- Official authorization for this request:

Name (in capital letters):

Designation:

Signature: Date:

Part reserved to the BIPM Mass Department

Suggested date for the calibration:

Deadline for delivery the prototype at BIPM:

This calibration request is confirmed by:

Signature and date:
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