TRADING STANDARDS

STANDARDS VERIFICATION REQUEST FORM

INSTRUCTIONS FOR FILLING THE FORM:
(i) Complete this form; Submit SEPERATE form for different class of standards; and
(ii) 'SAVE AS PDF' and Email to laboratory@mbie.govt.nz; and
(iii) Print out your form and send it along with your standards .

CLIENT INFORMATION

NAME AND ADDRESS FOR REPORTING

Legal name of the organisation:

Address (standards stored):

Date Submitted: Date Required:

Contact Person: Phone No:

Email:

BILLING DETAILS FOR INVOICE

Legal name of the organisation:

Postal Address:

PO Number:

Email:

STANDARDS DETAILS

TYPE OF STANDARDS

Please tick appropriate box(es)

☐ Mass M1 *Submit SEPERATE form for different class of standards* ☐ Volume ☐ Length

Permission to Adjust Yes ☐ MPE ☐ Actual Value

REASON FOR TESTING

Please tick appropriate box(es)

☐ Annual Verification ☐ Brand New Standard ☐ Damaged/Repaired

☐ Other (Specify):

Item No.	Denomination	Identification	Details

Item No.	Denomination	Identification	Details

TRADING STANDARDS USE ONLY

Date received: Date finished: Report No: Number of worksheets attached:

Condition of Standards on receipt:

Equipment Used: *Tick appropriate box(es)*

1500 kg ≤ Weighing Capacity < 20 kg	20 kg ≤ Weighing Capacity < 5000 g	5000 g ≤ Weighing Capacity < 200 g	200 g ≤ Weighing Capacity < 20 g	20 g ≤ Weighing Capacity ≤ 1 mg
KD 1500 ☐ 150-IGH ☐	XPE32 ☐	XP 5003S ☐	XP 205/XPR 205 ☐	CC21 ☐
XPE2003 ☐ XK 155 ☐	XPE26003LC ☐	XPR 5003SC ☐		XPE26C ☐

Examined by: Date: **Calculations checked by:** Date: