

	LABORATORY EXPERIMENT REQUEST FORM	
---	---	---

COMPANY INFORMATION			
CUSTOMER NAME			
ADDRESS			
Wire		Tax Office	
Fax		Tax Number	

Special Conditions:

1. Sample collection is the responsibility of the customer. Sample containers must be intact, not compromise the sample's properties, and must not have been previously used for other purposes (not contaminated).
2. If the customer has not requested sample collection services, the customer is responsible for the transportation, packaging, and storage of the sample until its acceptance by the laboratory.
3. If the printing date of the Test Method is not specified, the latest edition will be used.
4. Samples that have been tested will be returned to the customer upon request. Samples not retrieved by the customer will be destroyed within 30 days following the date of the sample analysis report. The customer will bear the costs of any necessary processing.
5. Samples unsuitable for testing will be notified to the customer in writing. Samples not collected within one month will be disposed of.
6. After the customer pays the Analysis Fee specified by the Laboratory, the report will be sent to the customer. Accounting procedures for contracted customers will be carried out according to the terms of the contract.
7. If a Declaration of Conformity is requested by the customer, it will be done according to the Decision Rule Instruction (AK-T3-1). If a Declaration of Conformity is requested but the applicable Decision Rule is not specified in the standard, legislation, or specification, the Simple Acceptance rule will be applied. Measurement uncertainties will be provided in accordance with current procedures and TÜRKAK guidelines. No opinions or comments will be given in the report.
8. Tests marked with "*" indicate tests that are within the scope of accreditation.
9. Subcontracted laboratories are not used.
10. If the customer or their representative requests to be present as an observer during the tests, this will be evaluated by the Laboratory Quality Manager and Laboratory Manager, and an appointment will be scheduled.
11. After the sample is accepted, notification will be provided if any changes occur in the laboratory's operation, such as equipment malfunction, scope of accreditation, or suspension of accreditation.
12. The laboratory and its employees shall not disclose, in any way or form, the results, commercial and statistical information, and written and oral information exchange between the parties arising from the activities subject to this contract, without the written consent of the client. Information about the client obtained from sources other than the client (e.g., the complainant, regulatory authorities) shall be kept confidential between the client and the laboratory. The source of this information shall be kept confidential by the laboratory and shall not be shared with the client unless approved by the source. The laboratory may provide information regarding the client's activities to authorities officially authorized to request it in writing, in accordance with applicable laws, regulations, or rules (such as courts, ministries). However, if official authorities request that this information transfer be kept confidential, the client shall not be informed of this process. The client permits the laboratory to make its records available to third-party auditors for examination during certification or accreditation audits by certifying authorities (such as ministries), public authority audits, and internal and external auditing institutions (such as TÜRKAK).
13. This form shall be considered a contract if approved by the relevant parties.
14. In case of dispute, the Istanbul Courts shall have jurisdiction.

SAMPLE INFORMATION				
Serial Number	Sample Description	Sample Quantity	Experimental Method and Name to be Applied	Experiment Fees (To be filled out by the laboratory)
1				
2				
3				
4				

	LABORATORY EXPERIMENT REQUEST FORM	
---	---	---

5				
6				
<p>Is a return of the sample required?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Is measurement uncertainty required in the report?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Does the report require a Declaration of Conformity?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If "Yes," then Standard/Specification/Regulation</p> <p>The Rule to be Applied if the Answer is "Yes";</p> <p><input type="checkbox"/> Measurement uncertainty will not be considered when issuing the Declaration of Conformity (Simple Acceptance).</p> <p><input type="checkbox"/> The False Rejection rule will be applied when issuing the Declaration of Conformity..</p> <p><input type="checkbox"/> The False Acceptance rule will be applied when issuing the Declaration of Conformity.</p> <p>If a Declaration of Conformity is requested but the applicable Decision Rule is not selected, the Simple Acceptance rule will be applied.</p>			<p>Total Amount:</p>	
			<p>Authorized Person Requesting the Experiment (Name-Surname) (Signature-Stamp)</p> <p>History:</p>	
<p>REKSOIL Bank Account Information</p> <p>Bank Name: AKBANK KOZYATAĞI TİC.ŞB.</p> <p>Account Number:: 24359</p> <p>IBAN: TR51 0004 6007 9988 8000 0243 59</p>			<p>REKSOIL PETROKİMYA Experimental Laboratory</p> <p>Birlik Organize Sanayi Bölgesi Doğu Cad. No:19-21</p> <p>Tel: +90 216 593 35 70 Faks:+90 216 593 35 78</p> <p>e-mail:denizatav@aktasgroup.com.tr</p>	

The following information will be completed by the laboratory.:

Explanation:		Accepting the Experiment Request
Experiment Start Date	Estimated End Date	Request Number