

Request must be in the form of a written request addressed to the Director. The request may be sent by e-mail, post or faxed to the numbers given in CONTACTS. Any technical information can be obtained from respective technical managers.

The request shall include at least the following information:

1. Type of equipment
2. The quantity from each type of equipment
3. Unit of measurement
4. Range of measurement (this may not necessarily be the designed range of the instrument. It can be a sub range, sometimes called the working range)
5. Pressure medium for pressure gauges, required or operating temperature points for ovens, incubators, furnace.
6. In case of multi unit instruments preferred unit. Please note that if unit is not defined calibration will be done in SI units.
7. Preferred calibration location. Please note that for certain types of calibration, the item must be sent to the SLSI laboratory. This can be arranged in consultation with the laboratory.
8. Expected level of accuracy. This is NOT the **LEAST COUNT or DIVISION** of an instrument. This is what you expect from the result of a measurement.

The above information are necessary to avoid delays.