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| SATRA requires that this Sample Submission Form be submitted with all testing work.  Where possible, please ensure that a hard copy of this form is included with the submitted samples to ensure traceability. An electronic copy can also be sent ahead to your SATRA contact.  **All sections highlighted MUST be completed before testing shall commence.**  Failure to complete this Sample Submission Form may result in a delay to testing. | | | |
| **SECTION 1: Applicant Details** | | | |
| **Company name and address**  **Please include telephone and email information** | | | **Reporting address**  **(If different)** |
| customeridname billto\_composite | | | shipto\_composite |
| **VAT Number** | ig\_vatnumber | | |
| **Contact name and contact details of person submitting test samples**  **(In the event of any technical issues and for Test Report delivery)**  **Please include telephone and email information** | | | |
| ig\_contactname  emailaddress1  telephone1 | | | |
| **Alternative or additional e-mail addresses for correspondence**  **Please indicate the occurrence under which these are to be used** | | | |
|  | | | |
| **SATRA Quote reference** | | name | |
| **Airwaybill number, or other tracking information**  **(If this Sample Submission Form is submitted electronically ahead of the samples):** | | | |
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| **SECTION 2: Testing Requirements** | |
| Testing shall be conducted according the details provided below. Please ensure that ALL relevant information is included in as much detail as possible. | |
| **Sample Description**  **(How shall the test samples be described in the report?)**  **Please include product or other marking codes where applicable:** |  |
| **Standard(s) required** |  |
| **Clause(s)**  **(If limited or optional tests are required)** |  |
| **Deviation(s) to the standard** |  |
| **Where applicable, a soaking pretreatment shall be performed.**  **Where this is not required, please tick.**  **Where the soaking is not conducted, the test shall be noted as a deviation on the report.** | Soaking pretreatment not required |
| **Additional Notes** |  |

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| **SECTION 3: SATRA Sample Submission Contact Details** |
| Please send all items marked with the department and name of your SATRA contact to the following address (please remember to include a copy of your completed submission form): |
| **SATRA Technology**  **Wyndham Way**  **Kettering**  **Northamptonshire,**  **NN16 8SD, United Kingdom**  **Email:** [info@satra.com](mailto:info@satra.com) |
| **SECTION 4: SATRA Customs Information** |
| For your submitted samples to clear through UK Customs efficiently, please ensure that all submitted samples are identified clearly, and that the relevant customs invoice paperwork and any additional correspondence includes the following: |
| * **A full, clear description of the test samples being submitted to SATRA. This description should include the materials used;** * **The Customs Commodity Codes applicable to each item included in the parcel;** * **The final sale value of the goods being sent to SATRA;** * **A copy of this completed form to ensure traceability once the parcel reaches SATRA.** |
| For those samples submitted from organisations outside of the UK please include the following statement on the customs paperwork issued with the goods: |
| ‘**Goods of no commercial value for testing under procedure code CPC4000C33**’ |
| Items submitted for testing are destroyed as part of the testing process as per SATRA’s terms and conditions, and shall not be returned. |
| As of the 30th September 2023, the UK government has imposed a sanction measure against the import of Russian iron and steel products processed in a third country.  Products that are classified by these sanctions may be refused entry into the UK.  <https://www.legislation.gov.uk/uksi/2019/855/schedule/3B> |
| **SECTION 5: Notes** |
| 1. Flammability testing is of a destructive nature and samples are usually hazardous after testing. For this reason they are not usually stored and are disposed of immediately after testing. 2. All testing work is conducted under our ISO 17025 quality management system or equivalent. Individual tests or calibrations are marked as either UKAS; Non-UKAS of Flexible Scope to determine the accreditation status. Individual tests marked ¥ are carried out under the UKAS flexible scope accreditation for SATRA. 3. Where values for uncertainty of measurement are included within the report then the uncertainty of the corresponding results are based on a standard uncertainty multiplied by a coverage factor k=2, which provides a coverage probability of approximately 95%.   When reporting results against a conformance statement (Pass/Fail or the allocation of a class or level) then uncertainty of measurement is taken into account based on a non-binary acceptance which itself is based on the guard band being equal to the expanded uncertainty.  Where the result corrected for uncertainty falls within the tolerance of the conformance statement then the risk of the conformance statement being a false accept or false reject is up to 2.5% and SATRA will in this instance quote a Pass/Fail, class or level.  Where the result corrected for uncertainty falls outside of the tolerance of the conformance statement then the risk of the conformance statement being a false accept or false reject is up to 50%. In this instance SATRA will not provide a Pass/Fail statement or a class or level but will include information in the notes in relation to the result obtained.  SATRA's guidelines provide recommendations that are based upon SATRA's knowledge and experience. The guidelines are intended to indicate conformance by providing information on the likely performance or characteristics of a property. As such, uncertainty of measurement is not applied when evaluating results against guideline recommendations.   1. Testing that includes deviations requested by the customer will not be reported as a pass/fail or with a performance level as SATRA cannot confirm what effect, if any the deviation has had on the results obtained. 2. Where a proforma invoice has been raised, work will not start until payment is received in full. Payments may take several days to be received into our account. 3. Our standard ‘[**Terms and Conditions**](https://new.satra.com/satra-terms-and-conditions/)**’** of business shall exclusively apply to all orders. 4. Descriptions and or references relating to products submitted are based on visual inspection of the items and or information supplied by the customer. |

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| **Completed by** |  |
| **Date** |  |

If you have any questions regarding the submission of test items to SATRA, please speak to your SATRA contact.