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| SATRA requires that this Sample Submission Form be submitted with all testing work. 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: Testing Process** |
| The below has been included as a summary of the testing process for client information. |
| 1. Samples and sample submission form submitted to SATRA (see SECTION 6)
2. Samples and paperwork are booked into the SATRA system;
3. Pre-assessment carried out on each garment type by a SATRA expert using the details supplied below;
4. Pro-forma / Acknowledgment sent to client;
5. Client makes payment (if required in advance);
6. Washing / conditioning carried out;
7. Testing conducted;
8. Report sent to client and job invoiced;
9. Samples shall be disposed of six weeks after the date of the report.
 |
| **SECTION 2: Applicant Details** |
| **Company name and address****Please include telephone and email information** | **Reporting address****(If different)** |
| customeridnamebillto\_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\_contactnametelephone1emailaddress1 |
| **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 3: 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. |
| **Garment Reference:****(How shall the test samples be described in the report?)****Please include product or other marking codes where applicable** |  |
| **Deviation(s) to the standard** |  |
| **Class****(AAA, AA, A, B or C)** |  |
| **Colour Variants** |  |
| **Gender(s)** |  |
| **Size of Garment Submitted** |  |
| **Is cleaning/washing required (Tick as applicable)** | [ ]  Yes [ ]  No |
| **Cleaning / pretreatment(s) instructions** | **Type:** | **Domestic:**[ ]  | **Industrial:**[ ]  | **Dry clean:**[ ]  | **Number of cycles:** |  |
| **Temp:** | 30°C [ ] 75°C [ ]  | 40°C [ ] 80°C [ ]  | 50°C [ ] 85°C [ ]  | 60°C [ ] 90°C [ ]  | 70°C [ ]  |
| **Agitation:** | Normal (N) [ ]  | Mild (M) [ ]  | Gentle (G) [ ]  | Handwash (H) [ ]  |
| **Drying:** | Line Dry (A) [ ] Drip Line dry (B) [ ]  | Flat Dry (C) [ ] Drip Flat Dry (D) [ ]  | Low Tumble (F) [ ] Normal Tumble (F) [ ]  |
| **Laundering notes** | Low heat tumble drying shall have a maximum exhaust temperature of 60°C Normal heat tumble drying shall have a maximum exhaust temperature of 80°C If dimensional stability is required and the garment is launderable, then 5 cycles shall be carried out regardless of maximum cycles claimed. If industrial and domestic washing is claimed, industrial shall only be carried outIf no maximum number of cycles is claimed then 5 cycles shall be carried out. Cleaning cycles are carried out back-to-back unless tumble drying is selected |
| **Additional Notes** |  |
| **Will the sample(s) be certified?****(Tick as applicable)** | [ ]  Yes [ ]  No |
| **If yes, is the Certification with SATRA?****(Tick as applicable)** | [ ]  Yes [ ]  No |
| **Full physical and innocuousness testing required****(Tick as applicable)**  | [ ]  Yes [ ]  No |
| If yes, please move to Section 4 and complete all remaining sections of form.If no, please select clauses required below for limited testing and complete relevant sections.\*\*\*Please note chemical innocuousness testing is required for the certification process\*\*\* |
| **Mandatory Testing:** | **Required:** | **Comment:** |
| 4.1.2. Innocuousness | [ ]  | **Please complete Section 4** |
| 4.1.3. Dimensional Stability | [ ]  |  |
| 4.1.4. Garment Performance after Cleaning | [ ]  |  |
| 4.2.1. Impact Energy Absorption | [ ]  | **Please complete Section 3** |
| 4.2.2. Impact Protector Location & Fixation | [ ]  |  |
| 4.3 Impact Abrasion Resistance | [ ]  | **Please complete Section 4** |
| 4.4.1 Structurally Strong Seams | [ ]  |  |
| 4.4.2 Seam Strength | [ ]  | **Please complete Sections 4 & 5** |
| 4.5 Tear Strength | [ ]  | **Please complete Section 4** |
| 4.6.2. Two Piece Suit Requirement | [ ]  |  |
| 4.6.3. Garment Sleeve Restraint | [ ]  |  |
| 4.7. Additional Construction Requirements  | [ ]  |  |
| 4.7.8. Use of retroreflective materials | [ ]  |  |
| 4.8. Fit and Ergonomics | [ ]  | **Please complete Section 3** |
| **Additional comments:** |
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| **SECTION 3 – Protector List:** |
| **Limb / location protected:** | **Protector reference(s):** | **Test report reference:** |
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| **Additional comments:** |
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| **SECTION 4 – Material List** |
| **SATRA Ref:** | **Material name / Manufacturers reference** **with colour****(To be used in report):** | **Location****Arm / inside leg etc:** | **Zone****1 / 2 / 3 / Pocket:** | **Claimed as Structural Strong Layer (SSL):** | **Test Report Available\*\*** |
| **Physical** | **Chemical** |
| M1 |  |  |  | [ ]  | [ ]   | [ ]  |
| M2 |  |  |  | [ ]  | [ ]  | [ ]  |
| M3 |  |  |  | [ ]  | [ ]  | [ ]  |
| M4 |  |  |  | [ ]  | [ ]  | [ ]  |
| M5 |  |  |  | [ ]  | [ ]  | [ ]  |
| M6 |  |  |  | [ ]  | [ ]  | [ ]  |
| M7 |  |  |  | [ ]  | [ ]  | [ ]  |
| M8 |  |  |  | [ ]  | [ ]  | [ ]  |
| M9 |  |  |  | [ ]  | [ ]  | [ ]  |
| M10 |  |  |  | [ ]  | [ ]  | [ ]  |
| M11 |  |  |  | [ ]  | [ ]  | [ ]  |
| M12 |  |  |  | [ ]  | [ ]  | [ ]  |
| M13 |  |  |  | [ ]  | [ ]  | [ ]  |
| M14 |  |  |  | [ ]  | [ ]  | [ ]  |
| M15 |  |  |  | [ ]  | [ ]  | [ ]  |
| **Additional comments:** |
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| **\*\*** If box ticked, then all requirements completed. Please make sure to submit copies of any reports listed above |

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| **SECTION 5 – Seam List** |
| **SATRA Ref:** | **Seam type / description (to be used in report):** | **Material 1****(Use SATRA Ref, for example M1):** | **Material 2****(Use SATRA Ref, for example M1):** | **Location****Arm / inside leg etc:** | **Zone****1 / 2 / 3 / Pocket:** | **Test Report Available: \*\*** |
| S1 |  |  |  |  |  | [ ]  |
| S2 |  |  |  |  |  | [ ]  |
| S3 |  |  |  |  |  | [ ]  |
| S4 |  |  |  |  |  | [ ]  |
| S5 |  |  |  |  |  | [ ]  |
| S6 |  |  |  |  |  | [ ]  |
| S7 |  |  |  |  |  | [ ]  |
| S8 |  |  |  |  |  | [ ]  |
| S9 |  |  |  |  |  | [ ]  |
| S10 |  |  |  |  |  | [ ]  |
| S11 |  |  |  |  |  | [ ]  |
| S12 |  |  |  |  |  | [ ]  |
| S13 |  |  |  |  |  | [ ]  |
| S14 |  |  |  |  |  | [ ]  |
| S15 |  |  |  |  |  | [ ]  |
| **Additional comments:** |
|  |
| **\*\*** Please make sure to submit copies of any reports listed above |

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| **SECTION 6 - Sample Requirements** |
| For the most efficient service, please meet the below sample requirements for full testing:* Minimum of 2 Full garment with all limb protectors provided - including optional protectors
* 1 A4 swatch per different seam type - including protector pocket seam(s)
* 60 x 60cm swatch of each material within the garment – including pocket material and liners
* Additional 1 Full garment with all metal components should be provided for Chemical Innocuousness testing

Please note that all samples supplied for testing will be cut up and used for testing and will not be returned, unless prior instructions are given. |
| **SECTION 7: 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 Centre****Wyndham Way****Kettering****Northamptonshire****NN16 8SD** **United Kingdom****Email:** ppe@satra.com |
| **SECTION 8: Customs Information** |
| For your submitted samples to clear 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> |

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| **SECTION 9: NOTES** |
| 1. Unless otherwise requested at the time of order, test samples will be disposed of a minimum of 2 weeks after the date of the final report.
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.