



To SSF Provning  
Tegeluddsvägen 100  
115 87 STOCKHOLM,  
SWEDEN

### ORDER

<input type="checkbox"/>	Test as a basis for application for ”intyg” / certificate from (name of certification authority).
<input type="checkbox"/>	Development test:
<input type="checkbox"/>	Supplementary test, to earlier test no. P

### Information on the product

Product type
Product designation

### Technical documentation for the product

Drawings no.	Enclosed
Specifications	Enclosed
Handling manual	Enclosed
Mounting instructions, Installation instructions	Enclosed

*Please note that test reports may not be cited in certification contexts unless complete documentation is submitted.*

### Product marking

State the marking on the product
----------------------------------

### Testing of the above mentioned product shall be carried out according to (please specify test-standard / requirements)

--

- We would like to have the report translated into English.
- We do not wish to be present during testing.
- We wish to be present during testing. Number of people .....

After testing, the samples should be:

Discarded

Returned      Freight company:

Customer no:

(Please turn over)

## Terms and instructions for testing

### 1 Order

Send the order to SSF Proving (SSF Testing) together with drawings, other documentation and information regarding which standard is to be used as the basis for testing. Specify a contact person. Objects should not be enclosed with the order. The order should state how the specimen should be handled when testing is completed.

### 2 Confirmation

We will send confirmation when we have received your order. The confirmation will contain a work order number (P) that should subsequently be stated on all correspondence.

The confirmation will also state:

- when testing is estimated to begin
- who your contact is at SSF
- estimated cost for testing (price quotation in writing upon request) and an advance invoice when applicable
- how many specimens are estimated to be needed and when we need to have access to them

### 3 Specimens

The product/s should be sent to the address specified by SSF on the date stated in the order confirmation. Our administrator should be notified by phone of the delivery well in advance.

### 4 Testing

If you would like to be present at testing, state this on the order. Testing performed while the customer is present requires special processing. All testing that falls under SSF Proving's field of activity is generally performed at the department's laboratory. If a subcontractor is engaged, the primary choice will be a subcontractor that has been accredited for the testing procedure in question. If using a subcontractor for testing is unacceptable, clearly state this on the order.

### 5 Report and protocol

After testing is concluded, a test report and invoice will be sent within 10 business days. The test report is for the testing, i.e. examination that was performed to determine the qualities of the submitted product. The test report therefore shows only the characteristics of the tested product. The report is not – and must not be described as – a certificate for or an approval of the product. The report must not be used in marketing. The report must not under any circumstances be reproduced in part, but only in its entirety. Since the report refers to testing methods for which SSF Proving is accredited, the rules and regulations in SS EN 17025 regarding the customer must always be followed.

### 6 Confidentiality

Information on your product's testing results will only be provided to your contact person unless we receive written permission stipulating otherwise.

### 7 Liability

SSF is only liable for neglect in conjunction with testing and for damage that is communicated within three of testing. SSF's liability obligation is limited to a maximum of 10 base amounts for each occasion of damage. SSF will not assume any liability whatsoever for direct or indirect damage, cost or loss that may follow recall of a test report.

### 8 Complaints

Any complaints regarding SSF's handling of testing should be forwarded to the head of SSF Proving.

## Information about the orderer (please print)

Name of company (according to the registration certificate)			
Postal address	Postal code and city	Street address, postal code and city	
Contact person	Phone no., switchboard	Phone no. (direct)	Mobile no.
Fax no.	Corporate ID no.	VAT no.	
E-mail			

I, the undersigned, have read, and I understand, accept and agree to fulfil the terms and instructions stipulated above for testing. Note that this order must contain the applicant's signature and be sent to SSF by post.

\_\_\_\_\_  
Location and date

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Name in block letters