

Appendix 2a Non Automatic Weighing Instruments

Verification Request Form

Department use only Customer Appointment Date: Time: M/T/W/Th/F	Comments
Contract reviewed by	Date

Location of equipment

Description of equipment Eg. details of manufacturer, serial number, units, max capacity, identity etc.
If NAWI , does instrument have > 5000 scale intervals? Y/N (If yes, ½ tolerance calibration weights required)
Certificate number(s)

Is verification to UK/EC specification?	Is calibration certificate required? Y/N
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Are DCC reference standards to be used? Y/N If NO, provide details of the supplier, a current certificate of calibration must be provided for inspection prior to the verification commencing.	
Verification requested by: (Name, address and Fax if appropriate)	Comments and additional information

I/we request that the undermentioned weighing or measuring equipment be verified by an authorised officer of Durham County Council Trading Standards and undertake to pay the appropriate fee.

	Signed:	
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Please note: This form must be completed before submitting equipment so that relevant test procedures and necessary resource implications can be identified. If you are unsure of any of the information requested below make reference to this in the comments space or contact 03000 260938 for further advice. Any omission may cause delays or prevent the verification process being completed.

Return to: Metrology Team, Consumer Protection, Durham County Council, EHCP, PO Box 617 Durham, DH1 9HZ.. If multiple submissions are to be made ATTACH DETAILS of other equipment. It is not necessary to complete a form for each item of equipment, provided other details are common. Please ensure that any site requirements eg. hazards or safety equipment are also identified.

Durham County Council welcomes customer feedback, help us to help you by letting us know what you think of our service. Please let us have your **comments, compliments** or **complaints** by contacting the Head of Service on 03000 261016.