

# European Instruments Ltd

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## Pipette Application Form (Please return form with pipettes)

<b>SUBMITTER:</b>	<b>CUSTOMER</b> (If different from submitter):

### ABOUT THE PIPETTES FOR CALIBRATION :

## IMPORTANT: PLEASE PROVIDE THE TIPS YOU USE WITH YOUR PIPETTES FOR CALIBRATION

Service Level :	Qty :	Serial Numbers (for multiple pipettes please provide an inventory) :
<b>QuickCal</b> – includes a performance check & certificate		
<b>FullCal</b> – includes a performance check, service & certificate		
<b>UKASCal</b> – includes a performance check, service & certificate, please specify level: <b>5.2</b> (5 readings @ 2 test points) <input type="checkbox"/> <b>5.3</b> (5 readings @ 3 test points) <input type="checkbox"/> <b>10.3</b> (10 readings @ 3 test points) <input type="checkbox"/> <b>Calibration Method:</b> ISO 8655-1:2022, ISO 8655-2:2022 & ISO 8655-7:2022 (Note: See 'About Your Calibration' section below for further details) <b>For conformity testing to ISO 8655-6:2022 please tick the box?</b> <input type="checkbox"/> (Note: See 'About Your Calibration' section for further details)		
<b>Repair</b> – (back to base only). Please indicate if repair is required in addition to the calibration level shown above and detail the known fault.		

### Additional Requirements: Please indicate below if you have any additional requirements including:

- i) User specific test points.
- ii) Any acceptance limits to be applied to the results and a conformity statement made on the certificate? (Note: See 'About Your Calibration' section for further details)
- iii) Alternative calibration types. i.e. full As Found prior to adjustment or As Found only (addition charges will apply for more than one set of test results)

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**CALIBRATION LABEL** – The recalibration due date will not be completed on the calibration label, if you would like a date entered please select from these options:  
\* For custom re-cal dates please state your requirements in the Additional Requirements section above.

**RE-CAL PERIOD:** 6 months ☐  
12 months ☐

**DATE FORMAT:** MMM YYYY ☐  
DD MMM YYYY ☐

### BACK TO BASE Options only:

**CALIBRATION COST:** Please enter total cost of calibration – If unsure please contact us £  plus VAT

**FOR REPAIRS:** An estimate will be sent prior to commencing work, for any repairs that are not accepted an inspection and return charge of £25 is applicable to all pipettes.

**GUARANTEED TURNAROUND - CALIBRATION Fast Track** (additional charge for Fast Track service is 50% of the standard calibration cost).

**Day 1** we receive pipettes - **Day 4** we despatch pipettes on next day courier (excluding weekends and bank holidays).

- Important:**
- (i) email this application form to [fast@ei.co.uk](mailto:fast@ei.co.uk)
  - (ii) Mark exterior packaging "FAST TRACK CALIBRATION".

☐ Please Fast Track my pipettes - By checking this box you agree to this additional charge (Terms apply see [www.ei.co.uk](http://www.ei.co.uk)).

## DECONTAMINATION STATEMENT & CUSTOMER ACCEPTANCE - THIS SECTION MUST BE COMPLETED TO PROCEED WITH CALIBRATION:

Please ensure all pipettes have been decontaminated and pose no chemical, biological or any other hazard to health.

Name :  Tel.No. :  Email :

Signature : (For electronic submissions type "I CONFIRM" followed by your name and date)

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Your Purchase Order Number:

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I confirm I have read and agree to these contract terms and the pipette(s) have been decontaminated and pose no hazard to health

Payment terms are 30 days from the date of invoice

### Internal Use Only

Contract / Reference No:

Date Contract carried out (mmm/yy):

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## About your Calibration

European Instruments want you to be happy with every aspect of the service we provide, including how we perform your calibration. The following guide explains how we will perform this in more detail, so you can make informed choices on what you want. If you have any questions regarding the calibration of your equipment please contact our Technical Manager, who will be pleased to talk to you. It is really helpful for us if we can do this before the calibration, as this will ensure your visit take place smoothly on the day, or when you return items for calibration to our Oxford Laboratory.

### Calibration Method, Uncertainty & Traceability:

For QuickCal option, we will carry out:

- 2 readings at 2 test points for single channel adjustable volume pipettes
- 4 readings at nominal for single channel fixed volume pipettes
- 2 readings at 2 test points for each channel of a multichannel pipette

For FullCal option, we will carry out a service followed by a calibration including:

- 6 readings at 3 test points for single channel adjustable volume pipettes
- 10 readings at nominal for single channel fixed volume pipettes
- 6 readings at 3 test points for each channel of a multichannel pipette

For UKASCal option, we will carry out a single As Found calibration reading at each test point followed by a service & full Post Adjustment calibration at the test points selected:

- 5.2 – 5 readings at 2 test points (1 test point for fixed volume pipettes) and for each channel of a multichannel pipette
- 5.3 – 5 readings at 3 test points (1 test point for fixed volume pipettes) and for each channel of a multichannel pipette
- 10.3 – 10 readings at 3 test points (1 test point for fixed volume pipettes) and for each channel of a multichannel pipette

Calibration Method will follow the requirements of **ISO 8655-1:2022, ISO 8655-2:2022 & ISO 8655-7:2022**

For conformity testing to **ISO 8655-6:2022** :

- Calibrations will be carried out at our back-to-base laboratory in Oxford (for on-site calibrations to ISO8655-6 please contact us for further details)
- A UKAS 10.3 certificate will be issued (test points at Nominal Volume, 50% and 10% where applicable will be used)
- A 6 place micro-balance will be used for single channel pipettes with nominal volumes less than 20ul
- Tips will be replaced every 5 readings and Model & Batch no. should be detailed on the certificate, please supply this information when submitting your pipettes for calibration
- Acceptance limits shown in ISO8655-2:2022 Tables 1, 2 & 3 will be applied accordingly and a conformity statement will be made

For full As Found calibration prior to adjustment or As Found only please indicate on the application form.

All calibrations will be carried out following our Calibration of Micropipettes & Dispensers procedure using suitable equipment to provide traceability to the SI system of units and a relevant uncertainty of measurement for the calibration at the time (UKAS calibrations only).

### Limits & Decision Rule

If you want us to apply acceptance limits to your calibration, please indicate the limits required on the application form.

For UKAS calibrations where a conformity statement is to be made on the certificate, it is a requirement to understand the way limits are applied and what decision rule is used, our UKAS calibrations follow the requirements of **ISO 8655:2022** and as such only the conformity statement need be made.

Where other decision rules are required, please discuss with the laboratory.

For further information on acceptance limits including our EI In Use limits, details can be found at [www.ei.uk/limits](http://www.ei.uk/limits)

To discuss the requirements further our Technical Manager can be reached by emailing [sales@ei.co.uk](mailto:sales@ei.co.uk) or by telephone 01865 750375