



Appendix A. Receipt form

When the package is received, complete this form, and send it to the pilot laboratory.

To: Name: Ahmad Sahar Omar
Institute: National Metrology Institute of Malaysia
Tel: +60 194518801
Email: ahmads@sirim.my

From: Name: _____
Institute: _____
Tel: _____
Email: _____

Arrival date: _____

Is there any damage to the package? NO YES

If there is damage to the package, please send photographs of the damage to the pilot laboratory.

Briefly describe the damage here: _____

Check the condition of the carrying case and travelling standards.

Are the carrying case and the travelling standards in a good condition? YES NO

If NO, describe the issue: _____

Check the functioning of the stopwatches by starting and stopping a time interval measurement, and then resetting the stopwatch.

Does the stopwatch operate normally? YES NO

If NO, describe the issue: _____

Signature of person completing this form: _____