APPENDIX 2

ACCSQ WORKING GROUP ON LEGAL METROLOGY (ACCSQ-WGLM)
ASEAN INTERLABORATORY COMPARISON OF
MASS STANDARDS

DECLARATION TO CUSTOMS OFFICIAL AND SHIPPING AGENTS

This box contains scientific equipment for an ASEAN interlaboratory comparison coordinated by Directorate of Metrology (DoM) Indonesia on behalf of the ACCSQ Working Group for Legal Metrology (WG3).

This equipment is of the highest accuracy and should not be mishandled. If a customs inspection is required please contact the person nominated on the back of this form so that the person can be present. Details of the content of the box are listed below. The contents are not hazardous in any way.

This equipment is for scientific purpose only and no commercial transactions will take place. The box will be circulated to participating countries according to a timetable drawn up. The box will remain in each country for approximately 4 (four) weeks and then will be re-exported, hence no import duty or taxes are payable. Details of the participating laboratory in each country are given on the next page.

CONTENTS OF THE BOX (BOX MARKED DOM F2)

1. a stainless steel mass standard marked 100 g
2. a stainless steel mass standard marked 200 g
3. a stainless steel mass standard marked 500 g
4. a stainless steel mass standard marked 1 kg
5. a tweezers
6. a brush
7. a pair of gloves

COMMERCIAL VALUE : -	MATERIAL VALUE :
TOTAL BOX WEIGHT :	BOX DIMENSION :

I declare that the above particulars are true and correct.

Usman
Head of Mass Division
Directorate of Metrology (DoM)
Directorate General of Domestic Trade
Ministry of Trade, Indonesia

ACCSQ WORKING GROUP ON LEGAL METROLOGY (ACCSQ-WGLM)
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INSTRUCTIONS TO LABORATORIES

EQUIPMENT

A metal case containing :
1. a stainless steel mass standard marked 100 g
2. a stainless steel mass standard marked 200 g
3. a stainless steel mass standard marked 500 g
4. a stainless steel mass standard marked 1 kg
5. a pair of tweezers
6. a brush
7. a pair of gloves

DO NOT HANDLE THE MASSES WITH BARE HANDS !!!

On receipt, unpack the masses (using the gloves and tweezers provided) and inspect them for any defects such as scratches, stains or finger marks.

Leave the masses in their box when not in use. When ready to start, place them on a suitable work surface. Lightly brush each mass with the airbrush provided.

DO NOT CLEAN THE MASSES WITH SOLVENT OR CLOTH !!!

If they appear dirty or damaged, please contact the coordinating laboratory, Directorate of Metrology, Indonesia.

MEASUREMENT TO BE CARRIED OUT

Participants are asked to carry out calibration of these artefacts (determination of conventional mass of mass standards) by comparison method or by their documented procedures. Please also provide discriptions of the procedures used for the calibration.

Measurement of density of these artifacts is not required. All artifacts are assumed to fulfill the density range of OIML R111 F2 class.

UNCERTAINTY OF MEASUREMENT

Uncertainty should be calculated using the method descrived in the ISO Guide to the Expression of Uncertainty in Measurement. The expanded uncertainty, U_{lab}, for each mass standard is to be reported at a 95% level of confidence.

Uncertainty sources should be estimated by each participant in evaluating uncertainty based on OIML R111, and should be reported for this comparison.

DOCUMENTS TO BE SUBMITTED

Within one week of the completion of the measurement, the participating laboratory is required to send the attached Results Sheet to the Head of Mass Division, Directorate of Metrology, Indonesia for the attention of Mr. Usman. Description of the calibration procedure used shall also be provided.

No other documents are required. Laboratories should make a copy of the Results Form for their own records.

A final report will be issued at the end of the programme with each laboratory only identified by a confidential code number.

GENERAL INFORMATION

For general queries, please contact :

Usman (Mr.)
Head of Mass Division
Directorate of Metrology
Jl. Pasteur No. 27, Bandung
Tel : + 62 22 4219594 Fax : +62 22 4207035
e-mail : usmanmuthalib@yahoo.com

ACCSQ WORKING GROUP ON LEGAL METROLOGY (ACCSQ-WGLM)
ASEAN INTERLABORATORY COMPARISON OF
MASS STANDARDS

DISPATCH FORM

In order to monitor the progress of the interlaboratory comparison, we kindly ask each laboratory, on dispatch of the artifacts, to fill this DISPATCH FORM and fax or e-mail it to the next recipient and to :

Usman
Head of Mass Division
Directorate of Metrology (DOM), Indonesia
Jl. Pasteur No. 27, Bandung
Tel : + 62 22 4219594 Fax : +62 22 4207035
e-mail : usmanmuthalib@yahoo.com

Please ensure the the "Declaration to Customs Officials and Shipping Agents" is attached to the outside of the case. Thank you in advance for your cooperation.

The artifacts were dispatch to :

on : _____ (*date*)
The artifacts have been inspected just before dispatch and were found to be in good condition. _____ (yes / no)
Please give details of any problems:

Shipping agent :

Airway bill number (tracking number) 10 digits :
Phone :
E-mail :
Fax :
Airwaybill no :
Contact person :
Fax : E-mail :

ACCSQ WORKING GROUP ON LEGAL METROLOGY (ACCSQ-WGLM)
ASEAN INTERLABORATORY COMPARISON OF
MASS STANDARDS

RECEIPT FORM

In order to monitor the progress of the interlaboratory comparison, we kindly ask each accreditation body, on receipt of the artifacts, to fill in this RECEIPT FORM and fax it to :

Usman
Head of Mass Division
Direktorat Metrologi, Indonesia
Jl. Pasteur No. 27, Bandung
Tel : + 62 22 4219594 Fax : +62 22 4207035
e-mail : usmanmuthalib@yahoo.com

Thank you in advance for your cooperation.

The artifacts were received on : _____(date)

After inspection, are the contents damaged?
_____(yes / no)

If yes, is this serious?_____(yes/no)

Are the contents still suitable for use?_____(yes/no)

Was there a "Declaration to Customs Officials and Shipping Agents" enclosed in the plastic envelope attached to the outside of the case?_____(yes/no)

Remarks : _____

Participating Laboratory : _____

Contact Person : _____

Fax : _____ E-mail: _____

ACCSQ WORKING GROUP ON LEGAL METROLOGY (ACCSQ-WGLM)
ASEAN INTERLABORATORY COMPARISON OF
MASS STANDARDS

RESULTS SHEET

Lab. Code (filled by coordinator) : _____
Laboratory : _____
Calibration Officer : _____
Date of Calibration : _____
Measurement procedure / method : _____
Environmental temperature : _____
Environmental relative humidity : _____
Atmospheric pressure : _____
Ambient air density : _____

Nominal value (g)	Conventional mass (g)	Expanded uncertainty at 95% (± g)
100		
200		
500		
1 kg		

Reference standard(s) used
Class / Manufacturer : _____
_____

Sequence of reading (e.g. ABBA, ABA or others) : _____

Number of times this sequence was :
done to determine measured value
for each mass _____

Mass comparator(s) used
1. Capacity / Range : _____
   Resolution : _____

2. Capacity / Range : _____
   Resolution : _____

3. Capacity / Range : _____
   Resolution : _____

(Please provide details of mass comparators if additional mass comparators were used)