|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **A.SUBMITTER INFORMATION** | | | | | | |
| **\*Requestor**  *Yêu cầu bởi* |  | **\*Department**  *Bộ phận* | |  | **\*Emp ID**  *MSNV* |  |
| **\*Requested Date**  *Ngày yêu cầu* |  | **\*Estimated Completed Date**  *Ngày dự kiến giao kết quả* | |  | **Lab Test report No.** |  |
| **\*Service Level**  *Dịch vụ* | **Regular**  *Thường* | | **Urgent - MUST HAVE requestor’s HOD approval**  *Gấp - PHẢI CÓ HOD của người yêu cầu chấp thuận* | | | |

**(\*)** Sample(s) send to Lab after 14:00 will count and start test from next working day. *(Mẫu gửi tới lab sau 14:00 sẽ được tính và bắt đầu test vào ngày làm việc kế tiếp)*

|  |  |  |  |
| --- | --- | --- | --- |
| **B.SAMPLE INFORMATION** | | | |
| **TEST GROUP: ☐ CONSTRUCTION TEST ☐ TRANSIT TEST ☐ MATERIAL TEST**  *Loại test*  **☐ FINISHING TEST ☐ ENVIRONMENTAL TEST** | | | |
| **\*Sample description** *(Tên mẫu)* |  | **\*Test status** | **☐** 1st **☐** 2nd **☐** 3rd **☐** \_\_th |
| **\*Item Code - If any** *(Mã Item)* |  | **\*Furniture testing** | **☐**Indoor  **☐**Outdoor |
| **\*Material code - If any** *(Mã material)* |  | **\*Quantity** *(Số lượng)* |  |
| **Sales code** (Mã Sale) |  | **\*Dimension (***Kích thước)* |  |
| **\*Supplier** **- If any** *(Nhà cung cấp - nếu có)* |  | **Weight** *(Cân nặng)* |  |
| **\*Subcon - If any** *(Nhà thầu phụ - nếu có)* |  |  |  |
| **\*Sample return** *(Mẫu có cần trả về không)*  **☐** YES (*Có)* **☐** No *(Không)*  (\*) If tested/remaining samples are not requested to return, they will be destroyed after 30 days  **Note: I**nformation marked with (\*) is mandatory. *(Những thông tin có dấu (\*) là bắt buộc nếu có)* | | | |

|  |
| --- |
| **For construction test, the product sample must have QC inspected stamp**   Accepted  Not accepted  *Đối với test cấu trúc, hàng phải có mộc xác nhận QC đã kiểm tra trước khi gửi test Chấp nhận Không Chấp nhận* |
| **Supporting documents attached** (Technical data sheet, Material safety datasheet, Process sheet, Extracted sketch)  ***Thông tin đối chiếu đi kèm*** *(Phiếu thông tin kỹ thuật, Phiếu thông tin an toàn vật liệu, Quy trình, Bản vẽ trích)*  TDS  MSDS  Process sheet  Extracted sketch  Others |

|  |  |  |
| --- | --- | --- |
| **Requested by**  *Người yêu cầu* | **Approved by QA Manager** | **Test Lab Acknowledged** |
| *Sign* | *Sign* | *Sign* |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **C. TEST REQUEST** **( If no desired test request or checkbox is found, please specify at section D)** | | | | | | | | |
| **CONSTRUCTION TEST** | | | | | | | | |
| **Categories** | | **US** | | **EU/UK** | | | **China** | |
|  | **Chairs** | ANSI/BIFMA X5.1/2017, ANSI/BIFMA X5.4/2020 | | EN 12520:2015 /  EN 1728:2012 | | | GB/T 10357.2-2013 /  GB/T 10357.3-2013 | |
|  | **Tables, Desks** | ANSI/BIFMA X5.5/2021 | | BS EN 12521:2015 /  BS EN 1730:2012 | | | GB/T 10357.1- 2013  GB/T 10357.7-2013 | |
|  | **Case goods** | ANSI/BIFMA X5.9/2019, ASTM F2057-23 | | EN 16121-2013 (A1-2017),  EN 14749-2022 | | | GB/T10357.4-2013  GB/T 10357.5-2011 | |
|  | **Beds** | ANSI/BIFMA X5.1/2017 ANSI/BIFMA X5.5:14 section 11 (modified) | | EN 1725 | | | ISO 19833-2018 | |
|  | **Others** |  | |  | | |  | |
| **PACKAGING TEST (TRANSIT TEST)** | | | | | | | | |
|  | ISTA 2C | | | |  | Vibration test | | |
|  | ISTA 3B | | | |  | Bursting strength - TAPPI T810 | | |
|  | NMFTA 181 | | | |  | Edgewise Compressive Strength - TAPPI T839 | | |
|  | RH PROTOCOL | | | |  |  | | |
| **MATERIAL AND FINISHING TEST** | | | | | | | | |
|  | Hot and Cold | | ASTM D1211-97(2001) (Mod) | | | | |  |
|  | Coating adhesion | | ASTM D3359-17 | | | | |  |
|  | Pencil Hardness | | ASTM D3363-05 (2011) | | | | |  |
|  | Stain Resistance | | ASTM D1308-02(2013) | | | | |  |
|  | Impact test for coating | | ASTM D2794-93 (2019) | | | | |  |
|  | Dry Film Thickness | | ASTM D6132-08 | | | | |  |
|  | Gloss or Sheen Uniformity | | ASTM D3928-18 | | | | |  |
|  | Solvent Resistance | | ASTM D5402-19 (Mod) | | | | |  |
|  | Print Resistance | | ASTM D2091-96 (2017) | | | | |  |
|  | Water standing test | | VFR Method | | | | |  |
|  | Salt Spray Test | | ASTM B117-18, ASTM B117-11 (Mod) | | | | |  |
|  | EMC test | | OTS Protocol No: LP-S02-31.01.01 | | | | |  |
|  | Test of Physical-mechanical properties of MDF | | ANSI A208.2-2016 / ASTM D1037-12 / EN 310:1993 (1999) / EN 13446:2002 | | | | |  |
|  | Test of Physical-mechanical properties of plywood | | ANSI-HPVA HP-1 -2016 / ASTM D3043-17 / ASTM D1037-12 (2020) / EN 310:1993 (1999) / EN 13446:2002 | | | | |  |
|  | UVA and Yellowing Resistance | | ASTM G151 / ASTM G154 / ASTM D4587-11(2019) | | | | | \*3rd lab test |
|  | Lead in paint coatings | | CPSC-CH-E003.09.1 / CPSC 16 CFR 1303 | | | | | \*3rd lab test |
|  | Chrome VI in tanned leather | | EN ISO 17075-1:2017/ EN ISO 17075-2:2017 | | | | | \*3rd lab test |
|  | Flammability US | | CA TB117 | | | | | \*3rd lab test |
|  | Flammability UK | | BS 5852 | | | | | \*3rd lab test |
| **D. OTHER TESTS/INSTRUCTIONS, PLEASE WRITE HERE (REMARK):** | | | | | | | | |
|  | | | | | | | | |