



CDGI
(Material Testing Laboratory)
QUALITY FORMAT "CDGI-QF-7.1-01"

Doc. No.: CDGI/17025/QF/04

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Issue Date: 01/02/2026

Issue No.: 01

Amend. Date: --/--/----

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TEST REQUEST FORM (original copy for Customer)

TRF No. (for CDGI):

Customer/Company Name:							
Test Result Reporting Address:							
Billing Address for Invoicing:						GST No.:	
Contact Person:						Mobile No:	
E-mail ID:						Quotation No.:	
S. No.	Sample Description	Code No./ Batch/ Lot No.	Seal No. (if applicable)	Sample Quantity	Test Parameters	Test Method	Remarks
Filled by Self/Customer:		Self <input type="checkbox"/>			Customer <input type="checkbox"/>		

Note: 1) Conformity Statement Required: Yes No

2) The information obtained by us during the Testing should not be used in any manner without the prior permission of the Customer.

3) Lab activities falling under accredited scope in no way imply that the equipment calibrated is approved by NABL.

Name and Signature of Customer/Lab staff



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TEST REQUEST REVIEW FORM

TRF No. (for CDGI):

For Lab Use				
Sample Receipt date at Lab:		Allotted Sample ID No.		
Is Quantity Sufficient? :	<input type="checkbox"/> Yes <input type="checkbox"/> No	Physical Condition:	OK <input type="checkbox"/>	Not OK <input type="checkbox"/>
Seal Intact (if applicable):	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sample Accepted:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Subcontracting of any parameter required?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes, is Customer's approval for subcontracting parameter(s) taken?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Mention Reason In case of Non-Acceptance:				
Name and signature of sample receiving staff:				
Review of Request				
The laboratory has the required resources including methods, materials, machines, facilities & personnel to analyze the above samples as per the customer requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No	Has customer been informed, if requested method is inappropriate or out of date.?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Decision Rule: As per QP (CDGI-QP-7.8-02) (specification or standard, customer requirements regarding statements of conformity)	<input type="checkbox"/> Applicable <input type="checkbox"/> Not applicable	Tentative Date:		
Remark (if any)				

Reviewed by
(Name, Sign & Date)

For queries/clarifications please contact us at given contact details.

Note:

- Client should retain the DUPLICATE for own reference and present the same for collection of test report in our office.
- No comment may be given for some of the test items if related standard or specification is not available.
- If Testing Standards /Methods is not given then the Default Standards i.e IS, ISO, AOAC, APHA, Inhouse validated methods or any other relevant standards methods will be followed.
- Any Subcontracting required to be done due to any unforeseen reasons can be carried out within other laboratory having the technical competency to perform the job and complying to the ISO/IEC 17025 requirements.