

## FAPAS/FEPAS/GeMMA/LEAP 水平测试申请表

单位名称:		联系人:
地址邮编:		电话:
email 邮箱:	手机:	传真:

### 注意事项:

- 申请表提交:** 表格填写清晰、完整、正确后, 请盖章签字, 并将扫描件发 email 回复我们, 我们在 3 个工作日内处理。FAPAS 提供的测试样品量应该是足够的; 若需要额外样品, 请在下述表格中打 , 需另行收取额外样品费用。但额外样品的分析结果, FAPAS 将不做评价; 若需要评价报告, 请申请该轮水平测试 2 次。
- 订单取消:** 如在报名截止日期前未收到您的款项, 我们将取消您的定单。申请表递交后, 申请人若需取消测试, 则: 以本计划测试样品派发时间为基准, 提前一个月以上的, 将保留 50% 的测试费用作为信用额度, 只能用于下次报名的费用抵扣; 若是在 1 个月内取消报名, 仍须全额支付测试费用。
- 测试样品签收:** 测试样品在普通邮寄 (航空邮寄) 方式下一般可在两周内到达, 如果自样品发出日起 10 个工作日仍未收到样品, 请于第十个工作日与我们联系; 若未在此时限内联系我们, 由此引起的损失将由申请人自行承担。测试样品轮次标记 F 的需要特快加急运送, 以减少途中耽搁时间并及时抵达贵实验室, 一般 4 个工作日内送达。fapas 会在样品发出后及时发送 email 通知, 请根据 fapas 提供的运单号及时跟踪和查收。有些样品包装中会含有冰块。即使样品到达时没有保持冰冻, 因已经保持足够长的冰冻时间, 样品仍可正常使用。如果您对某些测试样品有加急需求, 请及时联系我们来尽快安排。以上两种样品运送方式中, FAPAS 均不对样品在海关造成的损失或损毁负责。
- 测试报告提交时间:** 测试样品发出后, 根据不同测试计划, 一般有 2-6 周的时间可用于测试。准确截至时间请参阅该测试轮的《Instructions Letter》, 可使用 fapas 账号登陆 [www.fapas.com](http://www.fapas.com) 获取。请务必在此日期前反馈实验结果。
- 评估报告:** 电子评估报告一般在测试结束后五周内发放给参加测试单位, 请及时登录 [www.fapas.com](http://www.fapas.com) 获取。
- Email 邮箱:** Fapas 给用户所有的通知均通过 Email 方式发出, 用户需定期检查邮箱并保证登记邮箱正确可用, 如未收到我们的邮件, 请检查是否设置了屏蔽或被邮箱自动标示为垃圾邮件。

**是否需要寻找并订购以下能力验证对于 Fapas 质控样品 ( ) (如需要, 请打钩)**

No.	测试编号	基质	Analyze 分析物	样品发出日期	额外样品	费用
合计:						¥

盖章: \_\_\_\_\_ 签名: \_\_\_\_\_ 日期: \_\_\_\_\_

## FAPAS<sup>®</sup> /FEPAS/GEMMA/LEAP ORDER FORM

All samples & correspondence will be sent to this address unless indicated otherwise. Please complete your details and amend accordingly:

Contact Name:		Company Tel No:	
Company Name:		Company Fax No:	
Address:		MobilePhone No:	
Postcode:		e-Mail Address:	

**Please make it sure that your above information is correct.**

**INVOICE ADDRESS:** Please advise us if your invoicing address is different from the above.

**TEST MATERIAL SIZE:** We aim to supply test materials of a sufficient size for most types of analysis. Please indicate on this form if you need more test material than that stated. Additional test material prices are given on our price list. The purchase of additional test materials does not entitle you to receive an extra set of z-scores — please order the test twice if you require this service.

**COURIER DISPATCH:** Tests marked F on the order form are dispatched by courier to reduce the time taken for the sample to reach your laboratory. Some are packed with ice blocks to prevent the sample undergoing large temperature fluctuations in transit but are not transported in refrigerated vehicles. Even if your sample does not arrive refrigerated it is still acceptable for use as it will have been chilled for the majority of its journey. All other test materials are sent by normal post unless courier service is requested. Please contact us for prices of sending other test materials and reports by courier.

**CUSTOMS & TEST MATERIAL RECEIPT:** Test Materials are dispatched from FAPAS<sup>®</sup>, UK on the date stated on the order form unless you are informed otherwise. Please contact us if your postal sample has not arrived in 10 days. FAPAS<sup>®</sup> will e-mail the airway bill number of your courier consignment to the sample contacts e-mail (if supplied) which will enable you to track your parcel (airway bill numbers are also available from the secure pages of the FAPAS<sup>®</sup> website). FAPAS<sup>®</sup> is not responsible for damage or loss of test materials due to problems in customs. If you require special import permits for importing certain types of test material into your country please inform us at least 3 weeks prior to dispatch date. Please refer to terms and conditions for full details. Please note due to charges now incurred by FAPAS<sup>®</sup> we have to make a small charge for phytosanitary certificates.

**RETURNING RESULTS:** Participants generally have 6 weeks to return results after a test material is dispatched. However for some analysis a shorter timescale is necessary due to the nature of the material/analyte. These tests are indicated on the programme.

**FAPAS<sup>®</sup> REPORTS:** Price of the proficiency test includes access to an electronic copy of the report for the sample contact and an additional contact if required. Reports are normally available on our website within 5 weeks of the closing date of the test.

<b>The proficiency test no. requested:</b>	Please see the application form in chinese.
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I apply to join the FAPAS Programme on the basis of the Fera Standard Terms and Conditions for proficiency Testing Schemes document.

**Stamp:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_