

**中龍檢驗認證(香港)有限公司**  
**CHINA DRAGON INSPECTION & CERTIFICATION (HK) LIMITED**

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Inspection request form

To: China Dragon Inspection and Certification (HK) Limited

Fax: 852-2675 9737

From: \_\_\_\_\_

Tel: \_\_\_\_\_

Date: \_\_\_\_\_

Fax: \_\_\_\_\_

1. Order Details:

Buyer Name: \_\_\_\_\_

L.C. / P.O. No.: \_\_\_\_\_

Goods Description: \_\_\_\_\_

Model / Item No.: \_\_\_\_\_

2. Inspection details:

Inspection Date: \_\_\_\_\_

Type of Service:  IPC  DURPO  FRI  LoadSup  Re-inspection

Inspection Quantity: \_\_\_\_\_

Inspection Location: \_\_\_\_\_  
(Chinese)

Contact Person: \_\_\_\_\_

Telephone / Fax No.: \_\_\_\_\_

Important Notes:

- i) Request for inspection should be made 3 working days (inside Guangdong province) or 5 working days (outside Guangdong province) prior to actual inspection .
- ii) Once the inspection date is scheduled, the appointment should be changed 24 hours prior to inspection. We are off on every Saturday and Sunday.
- iii) Goods must be over 80% complete, marked and packed in factory as ready for ship condition before start the inspection. Otherwise, the inspection may be aborted and the costs of manday and traveling expenses for that intervention will be charged to the party who appointed the inspection. (當驗貨員到達工廠，發現這批貨未有 80% 完成並包裝好，是次檢驗視作失誤，但所有交通及人力費用需由工廠/供應商支付。)
- iv) Please ensure that all the equipment provided for inspection should be in good condition and well calibrated.
- v) Please have enough manpower to assist the inspector to un-pack and re-pack the samples during inspection.
- vi) For the first time appointing inspection or new location, please, if possible, attach with a sketch map for the factory to avoid wasting the time on traveling.
- vii) By signing this inspection request form, you are authorizing your appointed inspection body the right to perform the above mentioned inspection work, if needed, by using the tools and equipment provided by party to be inspected. The accuracy problem of the tools and equipment is solely the responsibility of the party to be inspected.

Company Chop and Signature: \_\_\_\_\_