



**Royal Government of Bhutan
Bhutan Food and Drug Authority (BFDA)
National Food Testing Laboratory (NFTL), Yoeselpang**



Food Sample Submission and Request Review Form

NFTL/FORM/7.1 & 7.4/04

Submitted by (Through BFDA Field Office):.....

Name & Address of the Customer:.....

Phone:..... E-mail:.....

Date and place of sample collection:..... Date of sample submitted:.....

Sample Description

Sl No.	Sample Type	Manufacturing date & batch no.	Expiry date	Quantity	Test Parameter Requested	Test method	Acceptable Limit	Basis	*Sample Storage Condition	For laboratory use only (upon receipt of sample at NFTL)
										FTL Code

*Sample storage condition : (Room temp.) / (Refrigerator) / (Freezer)

NOTE: Statement of Conformity Required/Not; if required, the laboratory decision rule will be employed.



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Terms and Conditions:

1. The customer shall define the Test Parameters and Test Methods, while submitting the samples to NFTL for analysis. If the test parameters are not specified, the laboratory will not be able to process the sample and the same will be communicated to the customer through the review of request from NFTL. The response time will be stipulated in the Review of Request depending on the nature of the sample received and if the customer fails to submit the response within the timeline, the laboratory reserves the right to dispose of the samples.
2. If the Test Methods are not defined by the customer in the sample submission form, the accredited or existing test methods of NFTL shall be used.
3. Acceptability limit and basis shall be defined by the customer depending on the purpose of testing (example export, import, certification, etc.) in case the same has to be reflected in the Test Report issued from NFTL.

By signing below, the undersigned acknowledge that I have read, understood, and agreed to the above terms and conditions.

Name and Signature/official seal of the Customer

Date:

Below this line for laboratory use only

Review of Test Request

Test Parameter and Method:

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Sample condition upon receipt at NFTL:

Reviewed By: