**1.** **OBJECTIVES AND SCOPE**

**1.1.** The purpose of this instruction; ARMAGGAN Culture Tourism Trade and Industry Inc. DATU Laboratory or formal / legal by people hand / mail or by courier principles regarding the acceptance criteria to regulate the delivery of samples.

1. **2.** **DEFINITIONS AND ABBREVIATIONS**
2. **2.1.** **Document:** Check for service in the sample cover letter (affidavit), sample and record label
3. **2.2.** **Packing:** Zipper bag
4. **2.3. SAS:** Sample Acceptance Staff

**3.** **RESPONSIBILITIES AND AUTHORİZATİON**

**3.1.** Laboratory Manager

**3.2.** Sample Acceptance Staff

**3.3.** Laboratory Quality Manager

**4.** **APPLICATION**

**4.1.** **Acception of samples**

**4.1.1.** The first controls the incoming sample analysis requested by the Authorization, made by SAS.

**4.1.2.** Sign or stamp is controlled in the document of sample.

**4.1.3.** With the demand for samples to our laboratory analysis is done by controlling the first set of samples packaging materials. Boxes (plastic, cardboard, etc.); It will be closed completely. Bags (transparent plastic bags, cloth bags, etc.); mouth closed in an orderly manner, there will be tears and holes. It also claimed that the analysis of the conformity of packaging material found in the sample, the amount requested analysis of the sample is controlled enough or not. In cases the sample was insufficient, completion of the sample is required from the relevant institutions / individuals.

**4.1.4.** All Documents of samples for analysis all information and document of samples should be clever from the customer.

**4.1.5.** Making a clear statement of whether there has been any feasibility analysis and control is performed in our laboratory. When occur doubts about the feasibility analysis of the received opinions from the Laboratory Director.

**4.1.6.** Analysis Request Form (FRM. 038) should be filled by hand or on the web site (http://www.armaggan.com/kurumsal/tr/kurumsal-sosyal-sorumluluk)

**4.1.7.** Received sample for analysis, ıf sample or documents have any defiency, this defiency should be completed by customer.

**5.** **RECORDS**

**5.1.** Analysis Request Form (FRM.038)

**6.** **REFERENCES AND RELATED DOCUMENTS**

**7.** **REVISION HISTORY**

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| --- | --- | --- |
| **Revision Number** | **Revision Date** | **Nature of Revision** |
| 00 | 02.05.2014 | First Publication |
| 01 | 04.01.2016 | Cultural Heritage Presevation and Natural Dyes Laboratory name ARMAGGAN Culture Tourism Trade and Industry Inc. DATU Laboratory was corrected.  Document format number was given as FRM.001 footer. |
| 02 | 02.05.2016 | Website address has been changed |