SAMPLE TREATMENT PROCEDURE

1. PURPOSE AND SCOPE

To define the measures to be taken to avoid degradation, loss or damage during the acceptance or rejection, transportation, handling, protection, storage, retention and disposal or return, handling, transportation, storage/retention and preparation of samples arriving at Sastek Conformity Assessment Service Industry and Trade Inc.'s Laboratory.

It includes checking whether the samples received by our laboratory are sufficient for the tests, determining the test fees, depositing the test fee to the accounting or bank, identifying and coding the samples, ensuring that the samples are duly transferred to the laboratory units, ensuring proper storage and storage, and returning and destroying them within the legal period.

2. DEFINITIONS AND ABBREVIATIONS

Sample: Material brought to be tested in the laboratory

Handling: Stacking, relocating, transferring from large containers to small containers, replacing containers, mixing without changing the essential characteristics of the test item.

3. RESPONSIBILITY AND AUTHORITY

Laboratory Manager

Laboratory Supervisor

4. APPLICATION

4.1 Acceptance of Samples

4.1.1 Test requests are accepted in accordance with the "Procedure for Review of Requests Proposals and Contracts".

4.1.2 Laboratory Supervisor shall perform the initial checks of the samples received by the Laboratory with a test request.

4.1.3 The delivery of samples to the laboratory is the responsibility of the customer. Information on how the customer should prepare the sample and its quantity is available in the Sample Acceptance Instructions. The Sample Acceptance Instruction has been forwarded to the customer at www.sastek.com.tr.

4.1.4 Sample Receipt Form is filled in to indicate that the sample has been received

4.1.5 During acceptance, it is checked by the Laboratory Supervisor whether the incoming sample is the same as the request made, whether the sample is prepared in accordance with the test to be requested and whether there is an appropriate amount of sample. The sample must be visually free of impact and rust and must be dimensionally in accordance with the criteria specified in the sample acceptance instruction. If the sample does not meet any of these conditions, it is rejected and the person/organization bringing the sample is notified in writing or verbally by the Laboratory Supervisor.

4.1.6 It is checked whether the Tests requested to be performed are clearly stated and whether they can be performed in the laboratory. If there is any doubt about the feasibility of the tests, the opinions of the Laboratory Supervisor are taken, if the doubt cannot be resolved, the issue is discussed with the Laboratory Manager and the issue is transferred to the customer.

4.1.7 The Laboratory Supervisor is informed that the customer has paid the test fees. Sample information is recorded in the Sample Record Table by the Laboratory Supervisor.

4.1.8 If the sample received from the customer provides all of the above conditions, the sample is accepted.

4.1.9 If the sample does not provide the above conditions, the Laboratory Supervisor shall inform the customer and a new sample shall be requested.

4.1.10 Coding of samples is carried out according to Procedure LPR.01 Control of Documents

4.2 Pricing of Tests and Documentation

4.2.1 In order to initiate the tests received from the customer, Test fees are calculated from the "Test List" and notified to the customer together with the bank details.

4.2.2 Sample information will not be entered in the Sample Record Table until the Laboratory Supervisor is notified that the test fee has been collected.

4.3 Return, Storage and Destruction of Samples

4.3.1 Sample Storage

4.3.1.1 The samples for which storage was applied are as follows.

4.4.1.1.1 Samples held until sent to the Laboratory for testing,

4.4.1.1.2 Witness samples,

4.3.1.2 Witness samples and samples that can be reused are kept in the sample archive section specified in the "Layout Plan" until the end of the project for internal customers and for 7 days after the report date for external customers, unless the customer has made an extra request.

4.3.1.3 If the customer requests storage of testable samples and witness samples for longer than 7 days, the customer will be charged separately for storage.

4.3.2 Sample Return and Destruction

4.3.2.1 In the event that the customer requests the samples back from the laboratory, if there is no contradiction to the contract made with the customer, the remaining part shall be returned to the customer with a report in an appropriate manner, provided that we reserve sufficient samples for re-testing. The method and conditions of return shall be agreed upon with the customer.

4.3.2.2 During this process, samples are stored in the sample storage area under the relevant ambient conditions.

4.3.2.3 After the test, when the waiting period expires, it is destructed with a report.

4.3.2.4 The laboratory is not responsible for any nonconformities that may occur during waiting.

4.4 Preparation of Test Reports

4.4.1 Test reports stating the Test results of the samples shall be prepared according to the "Procedure for Reporting Test Results" and sent to the customer.

4.4.2 Reports requested in foreign languages are subject to an extra fee. For languages other than English, they are translated in sworn translator offices and the fee is charged to the customer.

4.5 Customer Property

4.5.1 Samples are carefully handled and stored during the period from acceptance to return or destruction. In the event of any inconvenience (deterioration, loss, damage, theft, etc.) during the time the sample is in the laboratory from acceptance to destruction or return, the customer will be notified in writing.

4.6. Test records kept by hand are kept with a blue colored ballpoint pen, if corrections are made, the corrected value is recorded by crossing it out without scribbling, and initialed by the corrector. All records are kept according to the "Records Control Procedure".