











## SSDL CALIBRATION SERVICES

### Annex

#### Packing of Instrument

It is important to pack the radiation monitoring instruments correctly to protect it from damage/s during transportation. Below are the requirements and packing guidelines for the instrument. Failure to adhere may cause damage (e.g. punctured detector). This Annex document is for radiation monitoring instruments that will be mailed to PNRI-RPSS for calibration.

Customer check ✓ box <input type="checkbox"/>	To be checked by RPSS Personnel upon opening of package	Categories	
<input type="checkbox"/>	<input type="checkbox"/>	Mandatory Documents	This Checklist
<input type="checkbox"/>	<input type="checkbox"/>		Application Form – One (1) Copy
<input type="checkbox"/>	<input type="checkbox"/>		Payment - Postal Money Order, Company Check or Manager's Check
<input type="checkbox"/>	<input type="checkbox"/>	Packing guidelines	Conduct visual checking. Make sure that are no damages on the instruments 
<input type="checkbox"/>	<input type="checkbox"/>		Remove the battery from the instrument. This prevents leaking of batteries if there are delays. 
<input type="checkbox"/>	<input type="checkbox"/>		Choose a box strong enough to hold the contents. That means it should not have tears, rips, bends, or other damage. New corrugated box is preferred. 
<input type="checkbox"/>	<input type="checkbox"/>		Select and use proper cushioning materials for package contents. Wrap items individually and surround them with bubble sheeting and recyclable or foam loose-fill materials. Content should not directly touch the inside of the shipping box. 
<input type="checkbox"/>	<input type="checkbox"/>		Securely seal the package with strong tape. 
<input type="checkbox"/>	<input type="checkbox"/>		Use pressure-sensitive plastic or nylon reinforced tape. Two (2) inches or 5.08 cm wide tape is enough to secure the box 
<input type="checkbox"/>	<input type="checkbox"/>		Do not forget to remove all the labels if re-using boxes 