

Information to be contained in the order

The contract for the research should include the following information:

- **number and date of the order,**
- **the name, address and Tax Identification Number (TIN) of person ordering the tests,**
- **the name and address of mandatory –**
Sychta Laboratorium Sp.J.
Ofiar Stutthofu Street 90
72-010 Police
- **number of offer and/or other agreement** (for example: on the basis of the offer..... or as agreed during the telephone talk on....),
- **the name of the manufacturer of tested material, technical data of the material** (technical data sheet or information such as: trade name, basic composition, thickness, density, color)- concerns all parts of the system – for example:

(I) – for upholstery systems – **fabric**...., name of fabric...., **composition**... polyester 100%..., **manufacturer**...the name of the manufacturer..., **protected**-if applicable...the name of fire protective material..., **manufacturer**... the name of the manufacturer...; - **foam laminated** – if applicable...the name of foam, **manufacturer** ... the name of the manufacturer..., **polyurethane foam**... the name of foam..., manufacturer... **the name of manufacturer**...),

(II) – lining glued to non-flammable ground – **lining**... name, manufacturer..., **glued to ground by non-flammable glue**... name, manufacturer,

- type of base and technology of fixing – if applicable (II) gypsum board, amount of glue on m², time of drying, etc.),
- **the name and address of manufacturer/supplier** (concerns the general supplier of product/system (the whole service), and not the manufacturers of single components),
- **sampling method** (internal plan of sampling – if exists, part of material, date of manufacture, place and date of sampling, sampling person),
- **place of the use of material** (for example: civil engineering),
- **the aim of test** (for example: **meeting the requirements of the Regulation of the Minister of Infrastructure on the technical conditions to be met by buildings and their location – Journal of Laws 2002 No. 75, item 690, as amended, for flammability and toxicity of combustion products**),
- scope of research, for example:

(I) – **determination of ignitability and toxic products of thermal decomposition of upholstered system in accordance with the norm PN-EN ISO 1021-1:2007 and PN-EN ISO 1021-2:2007 as well as PN-B 02855:1998** – dates of norms must be given,

(II) – **test of wall covering in accordance with the norm PN-EN 1351-1+A1:2010, with methods in accordance with PN-EN 13823:2010 and PN ISO 11925:2010** – dates of norms must be given,

- additional information – **in case of upholstered systems** by tests of toxic products of thermal decomposition in accordance with **PN-B-02855:1988** it is essential to also give **the percentage weight** of particular components in ready-made product,
- other pieces of agreement,
- **contact details,**

name, family name and signature of the person ordering the test.