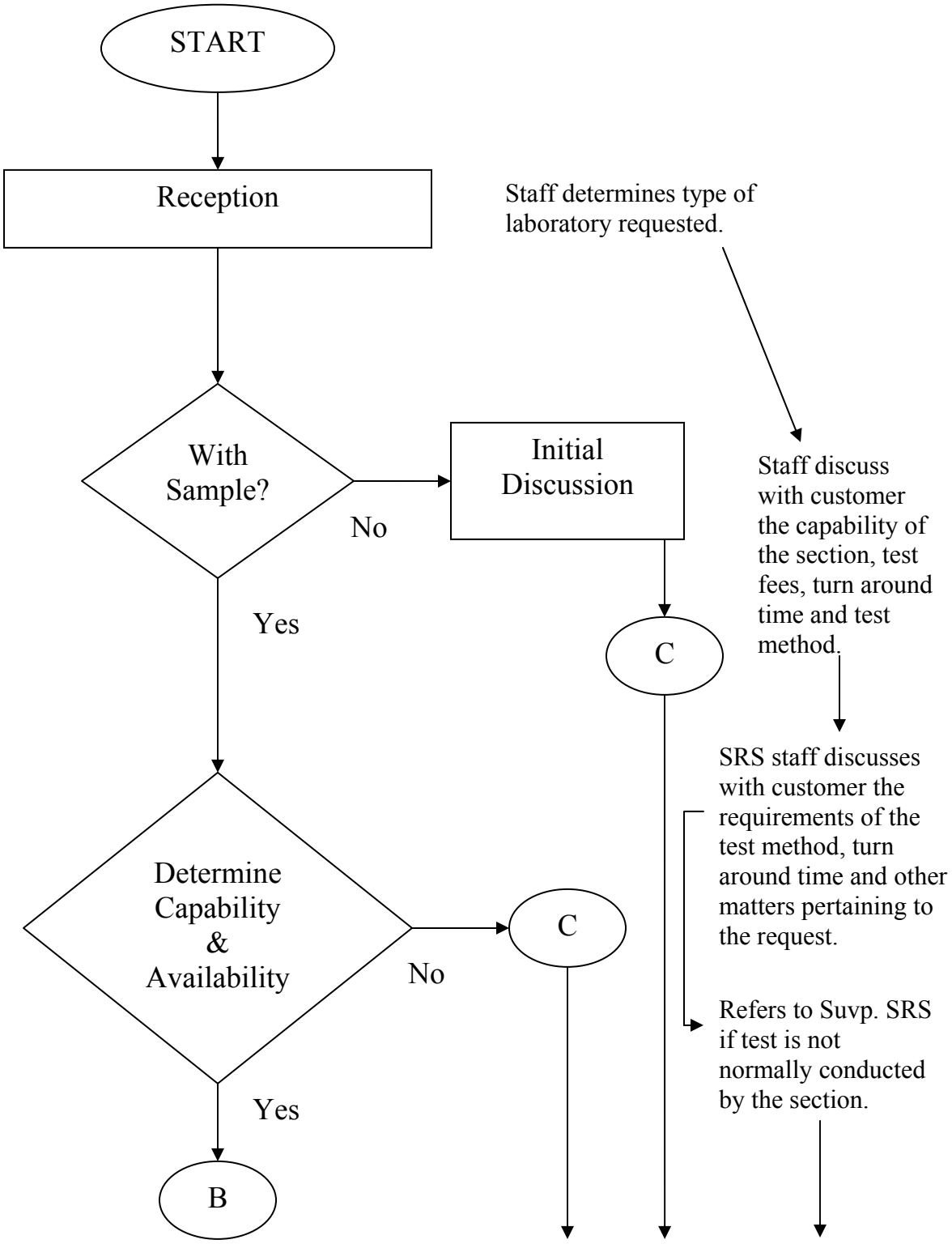
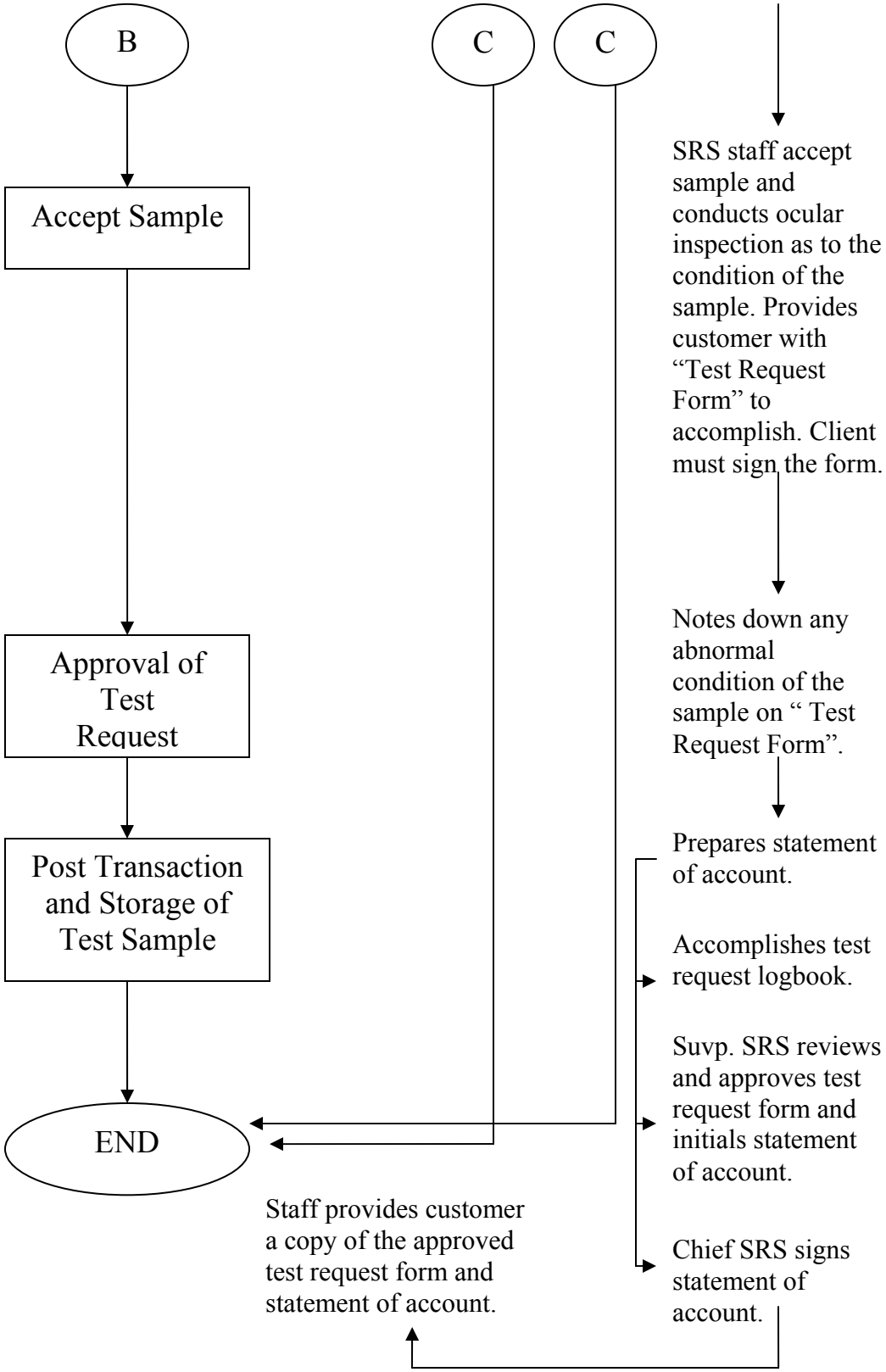
LIGHTING SECTION

Procedure for Processing Test Request

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Accept Sample
SRS staff accept sample and conducts ocular inspection as to the condition of the sample. Provides customer with "Test Request Form" to accomplish. Client must sign the form.
Approval of Test Request
Notes down any abnormal condition of the sample on " Test Request Form".
Post Transaction and Storage of Test Sample
Prepares statement of account.
Accomplishes test request logbook.
Suvp. SRS reviews and approves test request form and initials statement of account.
END
Staff provides customer a copy of the approved test request form and statement of account.
Chief SRS signs statement of account.