

## TANZANIA BUREAU OF STANDARDS (TBS)



### PROCEDURE FOR CALIBRATION OF EQUIPMENT AT TANZANIA BUREAU OF STANDARDS

- 1.0 THE APPLICANT WILL SUBMIT A LETTER REQUESTING FOR CALIBRATION SERVICES, INCLUDING DESCRIPTION OF ITEM REQUIRING CALIBRATION TO THE FOLLOWING ADDRESS:  
  
DIRECTOR GENERAL  
TANZANIA BUREAU OF STANDARDS (TBS)  
P O BOX 9524  
DAR ES SALAAM  
TANZANIA  
E-MAIL: [info@tbs.go.tz](mailto:info@tbs.go.tz)
- 2.0 THE LETTER WILL BE SUBMITTED TO TBS BY HAND OR BY POSTAL OR ELECTRONIC MAIL.
- 3.0 THE CUSTOMER WILL BE INFORMED OF THE CALIBRATION FEES AND THE SITE WHERE CALIBRATION WILL BE CONDUCTED, WHETHER IT IS IN TBS LABORATORY OR AT THE CUSTOMER'S PREMISES.
- 4.0 THE CUSTOMER SHALL PAY 100 PERCENT OF THE CALIBRATION FEES AND WILL BE ISSUED WITH ONE ORIGINAL RECEIPT AND TWO COPIES.
- 5.0 THE CUSTOMER WILL SUBMIT A COPY OF THE RECEIPT TO THE METROLOGY LABORATORY.
- 6.0 IN CASE CALIBRATION IS DONE IN TBS LABORATORY, THE ITEM WILL BE RECEIVED BY THE HEAD OF METROLOGY LABORATORY; IN CASE IT IS DONE AT THE CUSTOMER'S PREMISES, THE CUSTOMER WILL BE INFORMED BY THE HEAD OF METROLOGY LABORATORY ON THE DATE THAT THE METROLOGISTS WILL GO TO HIS PREMISES FOR CALIBRATION.
- 7.0 CALIBRATION WILL BE DONE AND COMPLETED WITHIN THE STATED TIME.
- 8.0 THE CUSTOMER WILL GET THE CALIBRATION REPORT AFTER SHOWING THE ORIGINAL RECEIPT AT THE METROLOGY LABORATORY.