

TEST/ANALYSIS REQUEST FORM

Document No: NK-FR-009
First Release Date: 21.07.2023
Rev. No/Date: 01/12.06.2024
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This form is stand for a contract. Once signed, it is binding on the parties

Date of update: 20.11.2024

CUSTOMER INFORMATION		
COMPANY/INSTITUTION NAME/TITLE		
RELATED PERSON	NAME AND SURNAME	
	PHONE/E-MAIL	
	ADDRESS	

CUSTOMER REQUEST ON TEST/ANALYSIS RESULT REPORT		
REPORT DELIVERY	BY HAND ()	CARGO () E-MAIL ()
TEST/ANALYSIS STATUS	URGENT () (Sample acceptance time is until 10:00 and test/analysis fee is 100% higher.) NORMAL ()	
KTT CAN DECIDE THE TEST/ANALYSIS PARAMETERS TO BE DONE FOR THE SAMPLE INSTEAD OF ME	YES () NO () If your preference is yes, basic feature tests/analyses will be carried out, and if our laboratory deems it necessary, it may be possible to add tests/analyses parameters to determine additional features.	
DO YOU WANT THAT CONFORMITY ASSESSMENT BE DONE IN THE RESULT REPORT?	DO YOU WANT THAT MEASUREMENT UNCERTAINTY BE INDICATED IN THE RESULT REPORT?	IS THERE ANY DECISION RULE YOU PREFERRED OTHER THAN SIMPLE ADMISSION DECISION RULE?
YES () Simple admission decision rule is applied in KTT. NO ()	YES () NO ()	YES () NO () If yes, please notify with a petition.

#KTT (Karadeniz Teknik Test Trade Company)

SAMPLE INFORMATION	
SAMPLE TYPE, BRAND, MODEL, DESCRIPTION AND QUANTITY	(Please be careful, this information will be stated in the "Test/Analysis Result Report")
CUSTOMER CODE	
IS THE TEST SAMPLE REQUESTED BACK?	YES () NO ()

BILL INFORMATION	
TITLE (IF PERSON, NAME AND SURNAME)	
TAX OFFICE NAME/TAX NO	
ADDRESS TO BE ISSUED	

This part will be filled by KTT.

SAMPLE TYPE	QUANTITY/PACKAGING SHAPE	SAMPLE ACCEPTANCE/REGISTER BOOK ROW NO, SAMPLE CODE

Please mark the requested tests/analyses in the "requested parameter" column below and please read the explanations in the last part of this request form carefully.

REQUESTED PARAMETER (√)	EXPERIMENT NAME	STANDARD	TEST/ ANALYSIS CODE	EXPLANATIONS
	Determination of Sole Interlayer Bond Strength	TS EN ISO 20344 Clause 5.2	KKD01	3 pairs footwear (S, M, L)
	Determination of Upper/Outsole Bond Strength	TS EN ISO 20344 Clause 5.2	KKD02	3 pairs footwear (S, M, L)
	Determination of Internal Toecap Length	TS EN ISO 20344 Clause 5.3.2.1	KKD03	3 pairs footwear (S, M, L) or 3 pairs toecap (S, M, L)
	Determination of Flange Width of Toecaps	TS EN ISO 20344 Clause 5.3.2.2	KKD04	3 pairs footwear (S, M, L) or 3 pairs toecap (S, M, L)

SAMPLE DELIVERY ADDRESS	Üniversite Mahallesi Hastane Caddesi Trabzon Teknokent Apartmanı No: 19B/2104 Ortahisar/Trabzon		
BANK ACCOUNT INFORMATION	TÜRKİYE İŞ BANKASI: ACCOUNT NO: 7503-0427710 IBAN NO: TR57 0006 4000 0017 5030 4277 10		
CONTACT INFORMATION			
Phone: +90 (850) 850 58 86 E-mail: info@karadeniztekniktest.com Web: karadeniztekniktest.com			

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	Determination of Impact Resistance	TS EN ISO 20344 Clause 5.4	KKD05	6 pairs footwear (S, M, L)
	Determination of Compression Resistance	TS EN ISO 20344 Clause 5.5	KKD06	6 pairs footwear (S, M, L)
	Behavior of Metallic Toecaps (Corrosion Resistance)/Class I	TS EN ISO 20344 Clause 5.6	KKD07	1 pair each of toecap in two different sizes
	Behavior of Metallic Toecaps (Corrosion Resistance)/Class II			1 pair each of class II footwear in two different sizes
	Behavior of Non-Metallic Toecaps (Thermal and Chemical)			6 pairs toecaps
	Behaviour of Perforation Resistant Metallic Inserts (Corrosion Resistance) Class I	TS EN ISO 20344 Clause 5.11	KKD08	1 pair each of insert in two different sizes
	Behaviour of Perforation Resistant Metallic Inserts (Corrosion Resistance) Class II			1 pair each of class II footwear in two different sizes
	Behaviour of Perforation Resistant Non-Metallic Inserts (Thermal and Chemical)			4 pairs insert
	Determination of Leak Proofness	TS EN ISO 20344 Clause 5.7	KKD09	1 pair each of class II footwear in two different sizes
	Dimensions of Perforation Resistant Inserts	TS EN ISO 20344 Clause 5.8	KKD10	6 pairs footwear (S, M, L)
	Determination of the Perforation Resistance of Footwear with a Metallic Perforation Resistant Insert	TS EN ISO 20344 Clause 5.9	KKD11	6 pairs footwear (S, M, L)
	Determination of the Perforation Resistance of Footwear with a Non-Metallic Perforation Resistant Insert	TS EN ISO 20344 Clause 5.10 Method PL	KKD12	6 pairs footwear (S, M, L)
		TS EN ISO 20344 Clause 5.10 Method PS		6 pairs footwear (S, M, L)
	Determination of the Flex Resistance of Perforation-Resistant Inserts	TS EN ISO 20344 Clause 5.12	KKD13	6 pairs insert (S, M, L)
	Determination of Electrical Resistance	TS EN ISO 20344 Clause 5.13	KKD14	6 pairs footwear (S, M, L) (The report preparation period for this test is at least 15 days.)
	Determination of Slip Resistance	TS EN ISO 20344 Clause 5.14	KKD15	6 pairs footwear (S, M, L)
	Determination of Insulation Against Heat	TS EN ISO 20344 Clause 5.15	KKD16	1 pair each of footwear in two different sizes
	Determination of Insulation Against Cold	TS EN ISO 20344 Clause 5.16	KKD17	1 pair each of footwear in two different sizes
	Determination of Energy Absorption of the Seat Region	TS EN ISO 20344 Clause 5.17	KKD18	3 pairs footwear (S, M, L)
	Determination of Resistance to Water for Whole Footwear: Dynamic Test	TS EN ISO 20344 Clause 5.19	KKD19	2 pairs each of footwear in two different sizes
	Walking Test for Whole Footwear (Desired number of test steps must be specified)	In House Method "LS-AY-023 Rev.No: 02" (Modified from TS EN ISO 20344 Clause 5.19)	KKD20	2 pairs each of footwear in two different sizes (Report time varies according to the desired test step number.)
	Measurement of The Height of the Upper	TS EN ISO 20344 Clause 6.2	KKD21	3 pairs footwear (S, M, L)
	Determination of Tensile Properties of the Upper Material	TS EN ISO 20344 Clause 6.4 TS EN ISO 3376 (Leather)	KKD22	3 pairs of footwear in different sizes or 3 leather samples in A4 size
		TS EN ISO 20344 Clause 6.4 TS EN ISO 20344 Clause 6.4.2.2 (Rubber)		
		TS EN ISO 20344 Clause 6.4 TS ISO 4643 (Polymeric)		
	Determination of Upper Flexing Resistance	TS EN ISO 20344 Clause 6.5	KKD23	3 pairs of class II footwear in different sizes
	Determination of Water Vapour Permeability (WVP)	TS EN ISO 20344 Clause 6.6	KKD24	3 pairs of footwear in different sizes or 3 leather samples in A4 size

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Determination of Water Vapour Absorption (WVA)	TS EN ISO 20344 Clause 6.7	KKD25	3 pairs of footwear in different sizes or 3 leather samples in A4 size
Determination of Water Vapour Coefficient (WVC)	TS EN ISO 20344 Clause 6.8	KKD26	Set analysis (To be done together with KKD24 and KKD25)
Determination of Resistance to Hydrolysis of Upper	TS EN ISO 20344 Clause 6.10	KKD27	3 pairs of class II footwear in different sizes
Determination of Abrasion Resistance of Lining and Insock	TS EN ISO 20344 Clause 6.12	KKD28	3 pairs footwear in different sizes, 3 pairs of samples of the relevant component or 1 sample of at least A4 size
Determination of Water Penetration and Water Absorption for Upper	TS EN ISO 20344 Clause 6.13	KKD29	3 pairs of footwear or 3 samples in A4 size
Determination of Water Absorption and Desorption of Insole and Insock	TS EN ISO 20344 Clause 7.2	KKD30	3 pairs of footwear in different sizes, 3 pairs of samples of the relevant components or 1 sample of at least A4 size
Determination of Tear Strength of Outsole	TS EN ISO 20344 Clause 8.3 TS ISO 34-1 Method A	KKD31	3 pairs of footwear in different sizes or 2 pieces outsole samples of at least 2 mm thickness and 15x20 cm size
Determination of Flexing Resistance of Outsole	TS EN ISO 20344 Clause 8.6	KKD32	3 pairs footwear (S, M, L)
Determination of Hydrolysis Resistance of Outsole	TS EN ISO 20344 Clause 8.7 TS ISO 5423 EK-C & EK-E	KKD33	3 pairs of footwear in different sizes or 2 pieces outsole samples of at least 4 mm thickness and 15x20 cm in size (Report preparation period for this test is at least 10 days.)
Determination of Resistance to Fuel Oil	TS EN ISO 20344 Clause 8.8 TS ISO 1817 Clause 8.3	KKD34	3 pairs of footwear in different sizes or 2 pieces outsole samples of at least 4 mm thickness and 15x20 cm in size
Determination of Resistance to Hot Contact	TS EN ISO 20344 Clause 8.9	KKD35	3 pairs of footwear in different sizes or 2 outsole samples of at least 4 mm thickness, 15x20 cm in size
Specific Ergonomic Features	TS EN ISO 20344 Clause 5.1	KKD36	1 pair each of footwear in 3 different sizes
Determination of Outsole Thickness and Cleat Height	TS EN ISO 20344 Clause 8.2.3	KKD37	3 pairs footwear (S, M, L)
Standard Test Methods for Specific Applications (ESD)	TS EN IEC 61340-4-3	KKD38	3 pairs footwear (preferably different sizes)
Determination of Thickness of Upper	TS EN ISO 20344 Clause 6.1	KKD39	3 pairs class II footwear (S, M, L)
Determination of Insole Thickness	TS EN ISO 20344 Clause 7.1	KKD40	3 pairs of footwear in different sizes, 3 pairs of samples of the relevant components or 1 sample of at least A4 size
Determination of Abrasion Resistance of Insole	TS EN ISO 20344 Clause 7.3	KKD41	3 pairs of footwear in different sizes or 1 sample of at least A4 size
Determination of Outsole Abrasion Resistance	TS EN ISO 20344 Clause 8.4 TS ISO 4649 Method A	KKD42	3 pairs of footwear in different sizes or 2 pieces outsole samples of at least 6 mm thickness and 15x20 cm in size
Double Edge Tear	TS EN ISO 20344 Clause 6.3 TS EN ISO 3377-2	KKD43	3 pairs of footwear in different sizes or 3 leather samples in A4 size
Determination of pH (Using pH Meter)	TS EN ISO 20344 Clause 6.9 TS EN ISO 4045	KKD44	2 pieces leather samples, at least 15x20 cm in size
Chemical determination of chromium (VI) content (Colorimetric method, Using UV-VIS Spectrophotometer)	TS EN ISO 20344 Clause 6.11 TS EN ISO 17075-1	KKD45	2 pieces leather samples, at least 15x20 cm in size
Determination of Tear Resistance	TS EN ISO 20344 Clause 6.3 TS EN ISO 4674-1 Method B	KKD46	3 pieces samples of at least 25x40 cm size

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	Determination of the Cleated Area	TS EN ISO 20344 Clause 8.2.2	KKD47	3 pairs footwear (S, M, L)
	*Determination of the Cleat Design in the Waist Area	*TS EN ISO 20344 Clause 8.2.4	KKD48	3 pairs footwear (S, M, L)
	Metallic Toecaps - Determination of Impact Resistance	TS EN ISO 22568-1 Clause 5.3	KKE02	2 pairs each of toecap of all sizes
	Metallic Toecaps-Determination of Compression Resistance	TS EN ISO 22568-1 Clause 5.4	KKE03	2 pairs each of toecap of all sizes
	Metallic Toecaps-Determination of Corrosion Resistance	TS EN ISO 22568-1 Clause 5.5	KKE04	1 pair each of toecap in 3 different sizes
	Non-Metallic Toecaps -Determination of Impact Resistance	TS EN ISO 22568-2 Clause 5.3	KKE06	2 pairs each of toecap of all sizes
	Non-Metallic Toecaps-Determination of Compression Resistance	TS EN ISO 22568-2 Clause 5.4	KKE07	2 pairs each of toecap of all sizes
	Non-Metallic Toecaps-Determination of Impact Resistance After Environmental Processes	TS EN ISO 22568-2 Clause 5.5	KKE08	6 pairs toecap
	Metallic Perforation Resistant Inserts-Determination of Perforation Resistance	TS EN ISO 22568-3 Clause 5.1	KKE09	1 pair insert
	Metallic Perforation Resistant Inserts-Determination of Flexing Resistance	TS EN ISO 22568-3 Clause 5.2	KKE10	1 pair each of insert in 2 different sizes
	Metallic Perforation Resistant Inserts-Determination of Corrosion Resistance	TS EN ISO 22568-3 Clause 5.3	KKE11	1 pair insert
	Non-Metallic Perforation Resistant Inserts-Determination of Perforation Resistance	TS EN ISO 22568-4 Clause 5.1 Method PL	KKE12	1 sample in A4 size or 1 pair of inserts
	Non-Metallic Perforation Resistant Inserts-Determination of Perforation Resistance	TS EN ISO 22568-4 Clause 5.1 Method PS	KKE13	1 sample in A4 size or 1 pair of inserts
	Non-Metallic Perforation Resistant Inserts-Determination of Flexing Resistance	TS EN ISO 22568-4 Clause 5.2	KKE14	2 pieces of A4 size samples or 1 pair of insert of 2 different sizes
	Non-Metallic Perforation Resistant Inserts-Critical Environment	TS EN ISO 22568-4 Clause 5.3	KKE15	4 samples in A4 size or 8 pairs of inserts
	Metallic Toecaps-Determination of Internal Toecap Length	TS EN ISO 22568-1 Clause 5.2.1	KKE16	1 pair each of toecap of all sizes
	Metallic Toecaps-Determination of Flange Width	TS EN ISO 22568-1 Clause 5.2.2	KKE17	1 pair each of toecap of all sizes
	Non-Metallic Toecaps- Determination of Internal Toecap Length	TS EN ISO 22568-2 Clause 5.2.1	KKE18	1 pair each of toecap of all sizes
	Non-Metallic Toecaps- Determination of Flange Width	TS EN ISO 22568-2 Clause 5.2.2	KKE19	1 pair each of toecap of all sizes
	Upper Sole Adhesion	TS EN ISO 17708	A01	2 pairs shoes
	Determination of Slip Resistance	TS EN ISO 13287	A02	2 pairs of shoes for each size
	* Determination of Flexing Resistance	*TS EN ISO 17694	A03	3 pieces A4 size upper samples
	Determination of Tear Strength	TS EN ISO 17696	A04	3 pieces A4 size upper samples
	Water Vapour Permeability and Absorption	ISO 17699	A05	3 pairs of shoes or 3 pieces A4 size upper samples
	Colour Fastness to Rubbing	TS EN ISO 17700 Method A	A06	2 pairs of shoes or 1 piece leather sample in A4 size
	Determination of Water Resistance	TS EN ISO 17702	A07	2 pairs of shoes or 1 piece sample in A4 size
	Abrasion Resistance	ISO 17704	A08	2 pairs of shoes or 1 piece upper sample in A4 size
	Tensile Strength and Elongation	TS EN ISO 17706	A09	3 pairs of shoes in different sizes or 3 pieces leather samples in A4 size

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	Flex Resistance	TS EN ISO 17707	A10	3 pairs shoes
	Abrasion Resistance	TS EN 12770	A11	3 pairs of shoes or 2 outsole samples of at least 6 mm thickness and 15x20 cm in size
	Tear Strength	TS EN 12771	A12	3 pairs of shoes or 3 pieces sole samples of 15x20 cm in size
	Tensile Strength and Elongation	TS EN 12803	A13	3 pairs of shoes or 3 pieces sole samples of 15x20 cm in size
	Compression Energy	TS EN 12743	A14	1 pair each of shoes of any desired size
	Determination of Tensile Strength and Percentage Extension	TS EN ISO 3376	D01	3 pieces leather samples, at least 15x20 cm in size
	Single Edge Tear	TS EN ISO 3377-1	D02	3 pieces leather samples, at least 15x20 cm in size
	Double Edge Tear	TS EN ISO 3377-2	D03	3 pieces leather samples in A4 size
	Determination of pH	TS EN ISO 4045	D04	2 pieces leather samples at least 15x20 cm in size
	Chemical determination of chromium (VI) content (Colorimetric method, Using UV-VIS Spectrophotometer)	TS EN ISO 17075-1	D05	2 pieces leather samples at least 15x20 cm in size
	Determinations of Thickness	TS EN ISO 2589	D06	2 pieces leather samples at least 15x20 cm in size
	Determination of Volatile Matter	TS EN ISO 4684	D07	2 pieces leather samples at least 15x20 cm in size
	* Determination of Flex Resistance (Flexometer Method)	*TS EN ISO 5402-1	D08	2 pieces leather samples in A4 size
	Determination of Water Vapour Permeability	TS EN ISO 14268	D09	2 pieces leather samples in A4 size
	Determination of Water Resistance of Flexible Leather	TS EN ISO 5403-1	D10	2 pieces leather samples in A4 size
	Colour Fastness to Cycles of to-and-fro Rubbing	TS EN ISO 11640	D11	2 pieces leather samples 15x20 cm in size
	Determination of Tear Resistance	TS EN ISO 4674-1 Method B	T01	3 pieces samples of at least 25X40 cm size
	* Tear Properties of Fabrics (Determination of Tear Force of Trouser-Shaped Test Specimens)	* TS EN ISO 13937-2	T02	5 pieces samples of at least 25X40 cm size
	Determination of Abrasion Resistance	TS ISO 4649 Method A	P01	3 pieces sole samples of at least 6 mm thickness and 15x20 cm in size
	Determination of Density	TS ISO 2781 Method A	P02	2 pieces samples 15x20 cm in size
	Methods for Determining the Density of Non-Cellular Plastics (Immersion Method)	TS EN ISO 1183-1 Method A	P03	2 pieces samples 15x20 cm in size
	Determination of Tensile Stress-Strain Properties	TS ISO 37	P04	2 pieces samples of at least 2 mm thickness and 15x20 cm in size
	Determination of Hardness by Shore Durometer (Shore Hardness)	TS EN ISO 868 (Type A, Type D)	P05	Sample of at least 4 mm thickness and 15x20 cm in size

Parameter/test method not listed, sample conditioning status, your request for requirements for conformity assessment if any, and other matters you want to specify:

Notes:

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- 1- Sample quantities include the blank samples.
- 2- S is the smallest, M is the middle, L is the largest number.
- 3- For detailed information, you can view our web page "Test/Analysis Fees" in the "Services" link.
- 4- Parameters marked with (*) are out of the scope of accreditation.
- 5- If your test/analysis request includes more than one parameter, please contact us via e-mail to determine the sample quantity.
- 6- In case of requesting test/analysis for more than one type of sample (shoes, leather, textile, etc.), please contact us via before sending the "Test/Analysis Request Form".
- 7- In case of requesting test/analysis according to TS EN ISO 20344:2012 standard, please contact us via e-mail before filling this form.
- 8- Specify direction on leather and textile samples.

EXPLANATIONS:

- 1- Customer and sample information (Sample type, definition, sample code if any, organization name and specification/contract, etc.) must be complete and legible.
- 2- In order to the tests/analyses to be carried out, the "Test/Analysis Request Form" must be filled and signed and the payment receipt must be sent to KTT via e-mail.
- 3- The physical properties of the sample will be checked. If an unconformity is detected in the sample in terms of appearance, quality and/or quantity, the sample is not accepted or accepted conditionally. Tests/analysis of conditionally accepted samples is started after the customer sends the **Waiver Statement** (you can see it in the documents link at our web page and please contact us via e-mail to fill it) to our company. Even if in case of possible deviations during the test/analysis process, the customer is informed and a **Waiver Statement** is requested to continue to the the test/analysis. In case of taking a **Waiver Statement**, this situation is stated in the final report and added to the final report.
- 4- Samples that are not delivered or sent duly will not be processed and the issue will be notified to the customers within 3 working days at the latest (If it is delivered by hand, it will not be received. If it is sent by cargo, the customer is informed that the sample cannot be tested/analyzed due to its unconformity, the sample is returned or the sample is sent again under appropriate conditions requested).
- 5- "Sample Received/Rejection Document" is filled for the samples brought/sent to the company, a copy of the document is given/sent to the customer. If there is a RED status, the reason is stated in this document.
- 6- Test/Analysis periods (except in cases that cannot be resolved) are maximum "5 working days" unless otherwise stated in the explanation part of the "Test/Analysis Request Form" from the date of receipt of the sample. Report delivery time may vary depending on sample type and requested parameters in urgent tests/analyses. You should contact us via e-mail on this issue.
- 7- If the customer cancels his request after the test/analysis has started, the test/analysis is stopped, but the test/analysis fee is not repaid to the customer.
- 8- Since the witness sample cannot be stored in case of insufficient quantity of samples, it will not be possible to repeat the test/analysis related to the sample if requested by the customer.
- 9- Test/analysis results and measurement uncertainties are presented with a 95% confidence interval in the final reports unless stated otherwise in the specification, standard, legal regulations etc. The declaration of conformity is also reported accordingly. In case of insufficient amount of samples sent, since the test/analysis cannot be repeated 3 times, the conformity assessment will only be made according to the result of the test/analysis. The customer will accept all responsibilities arising from this.
- 10- No information will be given about the result until the Test/Analysis Result Report is prepared.
- 11- In order to ensure the confidentiality of the Test/Analysis Results, the reports are sent by e-mail only to the person (e-mail information written above) authorized by the company specified in this form within one working day at the latest after the test/analysis is terminated. If requested, wet-signed "Test/Analysis Results" report is also delivered free of charge (but cargo fee on customer) to the address specified above. KTT keeps a wet-signed copy of the Test/Analysis Result Report. In case of requesting an extra copy of result report in the next process due to various reasons, a copy of the test/analysis result report is sent to the customer for a fee of 10 €.
- 12- A fee of 5 € is charged for the revised result report to be prepared as a result of incorrect or incomplete reporting of sample information by the customer.
- 13- **Test/Analysis Result Report cannot be partially or completely copied, reproduced or changed without the written permission of KTT. Unsigned and unstamped result reports are invalid.**
- 14- Objection period for the customers about the test/analysis results or any reason is 5 (five) working days. For this, the customer should contact KTT via e-mail.
- 15- Simple Decision Rule is applied in our laboratory. If you request the application of a rule other than the Simple Decision Rule, contact the laboratory and obtain information about the decision rule to be applied and provide a written agreement.
- 16- If the test/analysis services cannot be fulfilled due to war, natural disaster, terrorism, administrative or legal restrictions, fire and other force majeure, KTT Laboratory will not bear any responsibility.

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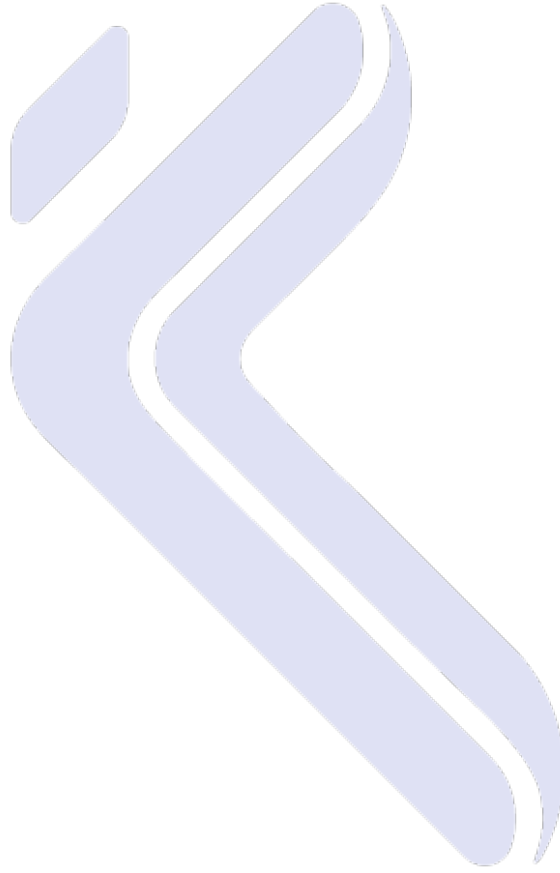
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17- Trabzon Central Courts are authorized in case of any dispute that may arise in this contract.

18- The right to use the Türkak Accreditation brand belongs to our laboratory and should not be used by third parties. In case of use, KTT Laboratory will not have any responsibility, all legal liability will belong to third parties.

DATE **REQUESTING APPROVAL** (Title/ Name&Surname/Sign) **AUTHORISED PERSON FOR KTT** (Title/ Name&Surname/Sign) **DATE**



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