# INSTRUCTIONS FOR CALIBRATION, REPAIR & SERVICE REQUEST FORM

1. Advise your FRSA sales representative or FRSA Service Technician that you have items that require servicing and provide the sales rep or service tech with an initial purchase order.
2. A Job will be raised in our system awaiting the arrival of your items
3. Complete this service request form (below) IN FULL including confirmation that the items requiring servicing, calibration or repair have been decontaminated (from hazardous materials). If not applicable, please circle ‘yes’ and write N/A. This box needs to be ticked to avoid goods being sent off for decontamination prior to any inspection. The costs of decontamination will be invoiced to the client.
4. The request form is to be displayed on the outside of the box/package of which the equipment is freighted to us (so we can see the decontamination declaration prior to opening the box) and another copy inside in the package for our servicing records.

# CALIBRATION, REPAIR & SERVICE REQUEST FORM

**Please send this form to FRSA with equipment to be calibrated, serviced or repaired. One copy of this form to be placed on the outside of the freight box and the other inside the package.**

# CUSTOMER DETAILS

|  |  |
| --- | --- |
| Date |  |
| Company |  |
| Site Name |  |
| Site Address |  |
| (line 2) |  |
| Contact Name |  |
| Phone |  |
| Email |  |

|  |  |  |
| --- | --- | --- |
| **Authorisation Details** | | |
| Purchase Order # |  | |
| Decontamination | Have the goods being sent to FRSA been decontaminated from hazardous materials? | Yes / No / N/A |
| Name: |  | |
| Signed: |  | |
| Dated: |  | |

**EQUIPMENT INFORMATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Equipment Make / Model | Serial Number | Calibration, Service or Repair  If repair please advise on  suspected issue? | Date Sent to FRSA | Comments |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

(FRSA Use Only) Date Arrived at FRSA:

**Goods Return Address:**

**For Attention of**: FRSA Service Department

**Fire Rescue Safety Australia**

**PERTH – 17 MILLROSE DRIVE MALAGA WA 6090 Ph: 61 89270 6777**

**BRISBANE – Unit 3/115 CORYMBIA PLACE PARKINSON QLD 4115 Ph: 61 73209 7422**

**ADELAIDE – UNIT 2, 100-104 HAYWARD AVENUE TORRENSVILLE SA 5031 Ph: 61 88311 1160**

**SYDNEY – UNIT 8, RIVERSIDE CENTRE, 148 JAMES RUSE DRIVE, ROSEHILL NSW 2142 Ph: 02 8059 6902**

**MELBOURNE – 49 QUINN DRIVE KEILOR PARK VIC 3042 Ph: 61 38535 3300**