



STANDARD OPERATING PROCEDURE

SAMPLE REGISTRATION

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Tarikh:

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1.0 STANDARD OPERATING PROCEDURE

- 1) Obtain written letter from SOR for sample submission to be submitted during submission samples.
- 2) Specified the specification and version of specification (year) used for the project / test in the form or letter.
- 3) Receive samples and obtain detail information on the project name, type of sample and the location where sample was taken by SOR.
- 4) Register details of sample in registration book (according to the type of sample) and provide registration number for each sample.
- 5) Write down the registration number on all the samples.
- 6) Forward sample registration number and sample type to SOR.

**WORKS INSTRUCTION
DOCUMENT No. : AK/MAB(QC)01/02**

**FLOW CHART FOR THE PROCESS OF SAMPLE REGISTRATION
(Caw. Makmal)**

