

KOZMETİK TEST TALEP FORMU

COSMETIC TEST REQUEST FORM

Document No: 7.1-FRM-9
Issue Date: 22.09.2021
Revision No: 03
Revision Date: 06.10.2025
Page: 1/3

DOKÜMAN NO: 7.1-FRM-9
YAYIN TARİHİ: 1.10.2018
REVİZYON NO: 2
REVİZYON TARİHİ: 03.12.2021

APPLICANT INFORMATION		CURRENT INFORMATION	
Company Name		Company Name	
Address		Address	
Tax Office and Number		Tax Office and Number	
Contact Person		Contact Person	
Phone and Fax		Phone and Fax	
Is a Declaration of Conformity Requested?* ☐ Yes ☐ No			
If yes(, Compliance Assessment Criteria) ☐ Legislation ☐ Standard ☐ Specification ☐ Other.....			
Email		Email	
Do you request the return of excess samples?		YES ☐ NO ☐	
Report Language		Turkish ☐ English ☐	
We declare that we accept the performance of the requested analyses by KAZLIÇEŞME AR-GE TEST LABORATORIES under the conditions listed on the reverse side of this form, and the price and payment terms to be applied for this service. (A price offer will be emailed for your approval once the test request is confirmed.) We accept full responsibility for any loss arising from incomplete, incorrect, or inaccurate information provided above. (The period for disputing the analysis results is 10 days from the report date. Any disputes raised after this period will not be considered.)			
We accept the accuracy of the sample/sample information provided above and acknowledge that in case of any deviation from the specified conditions, any consequences affecting the validity of the results will be our responsibility.			
*Decision Rule: The rule that determines how uncertain ₁ should be accounted for in the evaluation of t ₁ analysis result. If you do not have a preference regarding the decision rule, the laboratory's calculation method will be used for situations where an evaluation is possible. For situations that require mandatory evaluation due to regulations, the evaluation will be conducted according to the legislation. If no specific preference is indicated for non-mandatory situations, the Simple Acceptance Decision Rule will apply. You can find more details on the decision rule at www.kazlicesme.com.tr .			
COSMETIC PRODUCT SAMPLE ACCEPTANCE QUANTITIES			
STABILITY ANALYSES:	Minimum 12 original products	METHANOL DETERMINATION:	Minimum 100 ml/gr of orig
CHALLENGE TESTS:	Minimum 100 ml/gr of orig	ETHANOL DETERMINATION:	Minimum 100 ml/gr of orig
MICROBIOLOGICAL TEST:	Minimum 100 ml/gr of orig	ISOPROPYL ALCOHOL DETERMINATION:	Minimum 100 ml/gr of orig
HEAVY METAL ANALYSES (Pb, Cd, As, Hg, Sb):	Minimum 100 ml/gr of orig	ALCOHOL SEARCH DETERMINATION:	Minimum 100 ml/gr of orig
PARABEN IDENTIFICATION AND QUANTITY DETERMINATION (10 types):	Minimum 100 ml/gr of orig	PHENOXYETHANOL DETERMINATION:	Minimum 100 ml/gr of orig
HEXAMIDIN PARABEN AND HEXAMIDIN DIPARABEN:	Minimum 100 ml/gr of orig	DYE SEARCH DETERMINATION:	Minimum 100 ml/gr of orig
SLS DETERMINATION (Sodium Lauryl Sulfate):	Minimum 100 ml/gr of orig	PHTHALATE DETERMINATION:	Minimum 100 ml/gr of orig
SLES DETERMINATION (Sodium Lauryl Ether Sulfate):	Minimum 100 ml/gr of orig	PAH's	Minimum 100 ml/gr of orig
VISCOSITY DETERMINATION:	Minimum 100 ml/gr of orig	BISPHENOL-A	Minimum 100 ml/gr of orig
DENSITY DETERMINATION:	Minimum 100 ml/gr of orig	IRON DETERMINATION:	Minimum 100 ml/gr of orig
		SKIN IRRITATION TEST:	Minimum 250 ml/gr of orig

SAMPLE INFORMATION					
Requested Analyses	Sample Name / Brand	Sample Type	Production/Expiration Date	Batch/ Lot Number	Sample Quantity
☐ Challenge (Antimicrobial Activity Assessment)					
☐ Stability Analysis					
☐ Microbiology Tests					
☐ Heavy Metal Analyses (Pb, Cd, As, Hg, Sb)					
☐ Molecular Weight					
☐ Skin Irritation Analysis					
☐ Others:					
Details:					
Form Filling Date		Requested By (Name/Surname)			

SERVICE CONDITIONS

- 1- Please fill in the application form completely and accurately. Any additions, omissions, or corrections to the requested tests and provided information should be made in writing before the laboratory begins the testing process. Changes not made in writing will not be considered, and testing, pricing, and invoicing will proceed based on the original information.
- 2- The form must be stamped and signed by the authorized person of the applying company. Any responsibility for incorrect stamps and signatures belongs to the applicant company. If no stamp is available, the authorized signature is mandatory.
- 3- Tests will not begin without complete information and sufficient sample quantity. The first working day for a sample will be accepted when missing information and/or sample is completed.
- 4- Samples that cannot be processed due to incomplete information, insufficient samples, or payment waiting time will be kept for a maximum of one week. After this period, responsibility for unprocessed or unclaimed samples will not be assumed by the laboratory.
- 5- If sample return is requested, it must be collected by the applicant from the laboratory within one week. If requested, it will be sent by cash-on-delivery courier.
- 6- A second copy of the application form is kept by the applicant for reference. The test report number will be communicated to the applicant along with the second copy of the application form after the test request has been accepted and numbered. Test tracking by the applicant can only be done with the report number.
- 7- The cancellation of a test request must be made within 24 hours. Cancellations after this time will not be accepted.
- 8- Test reports will only be sent to the applicant, their representatives, or firms explicitly specified in the application form. Information will not be provided to anyone else without written consent from the applicant. In case of fax requests, reports will only be faxed to the number provided on the form. The laboratory is not responsible for confidentiality in cases of fax communication.
- 9- Kazlıçeşme Laboratory is obliged to keep customer information confidential. Kazlıçeşme will inform the customer if any information is to be made public. In all other cases, customer information is treated as confidential unless specified otherwise by the customer or in cases of legal obligation.
- 10- Excess samples from the test will be stored for 30 days. If sample return is requested, the customer may collect them from the laboratory, or shipments can be arranged with cash-on-delivery courier.
- 11- Unless otherwise agreed, reports are only sent by email. Printed copies will be provided once upon request.
- 12- Reports are prepared in Turkish by default. Any subsequent request for reports in another language will be subject to an additional fee.
- 13- If the invoice recipient differs from the applicant, it must be clearly stated that the invoice recipient agrees to all conditions outlined in this form.
- 14- Kazlıçeşme has the right not to prepare or share new test reports until all payments are made by the customer.
- 15- Kazlıçeşme is responsible for test services performed by subcontractors. The customer must notify and approve the subcontracted tests in writing via the test request form or email.
- 16- Kazlıçeşme is not responsible for delays or inability to fulfill test services due to reasons such as natural disasters, war, terrorism, government restrictions, strikes, machine failures, fires, or accidents.
- 17- In case of complaints, Kazlıçeşme's liability is limited to no more than five times the contract value of the disputed amount.
- 18- In the event of a dispute between the parties, the courts of İstanbul have jurisdiction.
- 19- For any test request, minimum sample amounts can be clarified by contacting the laboratory for guidance.
- 20- Samples delivered by 14:00 and collected by Kazlıçeşme staff by 12:00 are accepted as the first working day.
- 21- Please specify your preference for the decision rule and other related details regarding sample amounts, acceptance conditions, and decision rules in the application form. Further details can be found at www.kazlicesme.com.tr.
- 22- The Challenge Test includes analysis for Escherichia coli ATCC 8739, Staphylococcus aureus ATCC 6538, Pseudomonas aeruginosa ATCC 9027, Candida albicans ATCC 10231, Aspergillus brasiliensis ATCC 16404, with results provided at 0, 7, 14, and 28 days.
- 23- Micro analyses include the detection and counting of aerobic mesophilic bacteria, yeast, and mold counting, Staphylococcus aureus detection, Escherichia coli detection, Pseudomonas aeruginosa detection, Candida albicans detection, with results at 1, 28, and 90 days.
- 24- The physical and chemical analysis package includes color, odor, pH, density (for liquid products), and visual suitability assessments in original packaging.
- 25- Our laboratory is responsible for the management of all information obtained or created during the performance of its activities, in accordance with legal obligations. However, in cases where the requirements of the law, legislation, etc. conflict with the requirements of the standard, legal provisions apply. If the legal authority wants to access information about the customer without the customer's knowledge, the customer is not informed about the sharing of the information.