



Chemika Sample Submission Information

Document Number: LQM 09A1
Document Version: 4.0
Effective Date: 11-Sep-2026

CUSTOMER DETAILS				DELIVERIES TO:
Company Name:	Site/Department:	Contact Phone:	Compliance Chemist Chemika Pty Ltd 119 Magowar Rd Girraween NSW 2145	
Primary customer contact name:	Submitted by:	Testing Type (please circle) Routine Product Validation Stability Study Investigation/Retest		
Email for results:	Purchase Order:	Regulatory Information (please circle) TGA / FDA / APVMA / Other _____		
	Quotation Number:	Logged by (initial/date): _____		
SPECIFIC INFORMATION (e.g. specific gravity, stability storage conditions, test each vial or test composite, number of spares etc):				CKA _____ to CKA _____

SAMPLE SUBMISSION INFORMATION

Priority: This is expressed as working days from the date received, or the next working day for samples received after 4PM. **A minimum 24 hours notice is required for 1 or 2 working day priority.** Email to lab@chemika.com.au or phone (02) 9688 1188.

Packaging: Please ensure that packaging is appropriate and that hazard symbols and transport / storage conditions are clearly displayed on the outside of the packaging.

Hazard: If material is considered hazardous, then the **hazard statement section must be completed.** Incomplete hazard information will delay registration.

Please supply specific gravity values (if known) for all liquid, gel or paste formulations.



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Submission Details:

All sections of the submission details table must be completed. Samples with incomplete information will not be registered until all information is received.

Qty	Product Name / Description	Batch / Ref	Analysis Required	Method / Version	Specification or Nominal Value (Units)	Priority (Days):	Hazard (Y/N)	Storage Conditions



Hazard Statement:

Please outline any hazards associated with the sample including the effects of accidental exposure during routine laboratory testing.

Include any sample specific handling instructions and the SDS.



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Signatory Table

Action Name	User Name	Title	Signature Date
Send for Review (Written By)	Nicola Horrigan	Senior QA Analyst	04-Sep-2026 09:39
Review	Catherine Micallef	Quality Assurance and Compliance Manager	11-Sep-2026 10:15
Send for Approval	Nicola Horrigan	Senior QA Analyst	11-Sep-2026 10:33
Approve	Catherine Micallef	Quality Assurance and Compliance Manager	11-Sep-2026 10:54

* Dates are displayed according to the system time zone: (GMT+10:00) Australian Eastern Standard Time (Australia/Sydney)