

Issue 21

August 2012

Procedure for returning instruments for service, calibration or repair.

PPM Technology has received authorisation from the H.M. Revenue & Customs in the UK to use the Simplified Inward Processing Relief Scheme when importing goods from outside the European Community for Servicing and/or Repair.

This facility, which enables us to obtain Duty Relief on those Goods, is conditional upon our strict adherence to various procedures specified by H.M. Revenue & Customs in our Approval. In addition we must submit detailed Returns to HM Revenue & Customs every 3 months indicating what Goods have been imported/re-exported back to customer or scrapped accordingly.

In order that we may comply with those requirements we would be grateful if you would follow this new, revised procedure with immediate effect.

Full details of the requirements are attached to the newsletter email, for more information please contact – sales@ppm-technology.com

When your instrument is being returned to PPM HQ for servicing or repair it will need to be accompanied with a 'Returns Cover Sheet'. This will let us quickly deal with your instrument. If an instruments is returned without a completed Cover Sheet it can't be processed and will be delayed.

**The 'Returns cover sheet can be found on our website - [Returns Cover Sheet](#).
Print out and fill in by hand before placing in the box with the instrument.**

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RETURNS COVER SHEET

Contact Name		
Telephone		
Company		
Telephone Number		
Fax Number		
Email Address		
Delivery Address		
Invoice Address		
Full	Delivery Address	Full
Tel		
Fax		
Email		
Instrument Number		
Year Order Date		
Year Mfg Number		
Serial Number		
Item #	Description	Serial Number
Please note below the reasons for the return of the instrument (i.e. fault symptoms, upgrades required, calibration required, etc. accessories), along with any other details which may be useful. Continue on a separate sheet if required.		
Please indicate if you have a preferred return method, along with the account number we should use:		
Please sign and date to confirm that the information entered above is correct and that you have received authorization from PPM Technology to return the equipment.		
Signed	Date	
Please sign and date to confirm that you have read and agree to the Terms and Conditions of returning equipment to PPM Technology as outlined on Page 2. Failure to follow these Terms and Conditions may incur extra costs and delay the processing of the equipment.		
Signed	Date	

If you have any relevant stories, including any recent or upcoming exhibitions, application stories or customer testimonials that you want to be included in the next newsletter please feel free to contact us:

gevans@ppm-technology.com

New larger 'Touch Screen' display added.

A new 56.7mm x 97.9mm 'Touch Screen' LCD Module has been incorporated into our Touch Screen IAQ Profile Monitor instrument, the larger screen allows better navigation and visibility.



Australia upgrades formaldehyde classification.

Safe Work Australia, a government statutory agency, has changed formaldehyde's carcinogen classification from category 3 (limited evidence of a carcinogenic effect) to category 2 (may cause cancer by inhalation), basing its decision on a 2006 assessment by the National Industrial Chemicals Notification and Assessment Scheme (Nicnas). Manufacturers and importers need to consider this amendment and, if necessary, update safety data sheets and labels to ensure they contain correct and current information

Link - [News item](#)

Office renovation work completed.

We have now completed work to improve PPM's HQ, new partition walls have been built to enclose our office space. The work has caused some disruptions to the working day over past few weeks so our service may not have been up to the usual standard, if you have been affected we apologise for this.

Museums, galleries, libraries and archives are at risk from indoor pollutants.

Indoor Air Quality is a significant issue in libraries, museums and archival collections - due mainly to the fact that many compounds, as well as unsuitable temperature and humidity has a deteriorating effect on many valuable and precious items stored in these buildings.

Air pollution can attack heritage materials. Museums, galleries, libraries and archives are all at risk. Deterioration is usually slow and progressive but prolonged exposure can cause severe damage. Different materials are susceptible to different pollutants.

Nitrogen Dioxide, Sulphur Dioxide, Ozone, Hydrogen Sulphide and Formaldehyde tend to be most common and damaging. The below table outlines the effect these gases has on different materials which can be found in these environments.

Pollutant	Effects
Sulphur Dioxide	<ul style="list-style-type: none"> • Tarnishes metals • Damages paints and dyes • Embrittles and discolors papers • Reduces strength of textiles • Attacks photographic materials
Nitrogen Dioxide	<ul style="list-style-type: none"> • Induces fading in textiles dyes • Reduces strength of textiles • Damages photographic film
Ozone	<ul style="list-style-type: none"> • Cracks rubber • Induces fading in dyes • Attacks photographic materials
Formaldehyde	<ul style="list-style-type: none"> • May be oxidized to formic acid – effects include - corrodes certain metals, especially lead, zinc and copper alloys with high lead content. • Attacks calcareous materials such as seashells • Attacks mineralogical specimens

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