



**FORM**  
**AKAD PENGUJIAN SAMPEL**  
**SAMPLE ANALYSIS**  
**CONTRACT**

Nomor Dokumen	F.A.04-01
Edisi/Revisi	B/1
Tanggal Berlaku	01 Agustus 2020
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**Ketentuan Umum Pengujian**

1. Persyaratan jumlah sampel minimal pengujian\*:
  - a. DNA babi (real time PCR) : 10 gram/mL
  - b. Protein babi (Pork Detection Kit) : 50 gram/mL
  - c. Etanol (GC) : 50 gram/mL
  - d. Uji daya tembus air (*in-house*)\*\* : 10 gram/mL

\*) Berlaku pada sampel padat, pasta dan cair

\*\*\*) Sampel kosmetik perlu menyertakan cara pemakaian

2. Sampel yang dikirim adalah **2 kali kemasan minimal** (point 1)
3. Pengiriman sampel diantarkan melalui ekspedisi (**mohon ditulis diluar paket jika butuh suhu dingin/beku**) atau secara langsung (jam kerja) ke Laboratorium Halal LPPOM MUI, gedung Global Halal Centre Jl. Pemuda No 5 Bogor 16157
4. Komunikasi resmi dilakukan secara tertulis melalui email [labhalal@halalmui.org](mailto:labhalal@halalmui.org) atau surat. Konsultasi bisa dilakukan melalui telp. (0251)-8358748 ext 1122 atau +62811-1139-207.

**Surat Perjanjian Pengujian**

Melalui surat perjanjian ini, pelanggan yang bertandatangan dibawah ini dan mewakili perusahaan pelanggan (selanjutnya disebut "Pelanggan") telah mengikat persetujuan dengan Laboratorium Halal LPPOM MUI (selanjutnya disebut "Laboratorium") dengan ketentuan berikut:

1. Pelanggan menyetujui bahwa pengujian mulai dilakukan setelah pelanggan menginformasikan bukti transfer melalui email [labhalal@halalmui.org](mailto:labhalal@halalmui.org). Perhitungan lama penerbitan *Certificate of Analysis* dimulai saat pembayaran sudah diterima.
2. Pelanggan menyetujui bahwa *Certificate of Analysis* ini tidak dapat menggantikan sertifikat halal. Pelanggan tidak akan mengklaim *Certificate of Analysis* sebagai sertifikat halal.
3. Jika jumlah sampel kurang dari persyaratan, pelanggan telah menuliskan jumlah sampel yang benar. Pelanggan menyetujui bahwa Laboratorium berhak tidak mengeluarkan *Certificate of Analysis* bila pengujian sudah dilakukan namun hasil analisa tidak valid akibat akibat sampel kurang. Alasan sampel kurang dari persyaratan adalah:

**General Information for Laboratory Analysis**

1. Minimum sample amount for testing\*:
  - a. Porcine DNA (real time PCR) : 10 gram/mL
  - b. Porcine protein (Pork Detection Kit) : 50 gram/mL
  - c. Etanol (Gas Chromatography) : 50 gram/mL
  - d. Waterproof test (*in-house*)\*\* : 10 gram/mL

\*) Applied to solid, paste, and liquid sample

\*\*\*) Please include product instruction manual for cosmetics

2. Sample is **two of minimum amount** as stated in Point 1.
3. Sample can be sent through postal courier (**please mark outer case if sample require cold/frozen storage**) or directly to Halal Laboratory LPPOM MUI, Jl. Pemuda No 5 Bogor 16161 Indonesia, during working hour (08.00-17.00, GMT+7)
4. Official communication is performed in writing through email [labhalal@halalmui.org](mailto:labhalal@halalmui.org) or letter. For consultation, please dial +62-(251)-8358748 ext 1122 or +62811-1139-207.

**Laboratory Analysis Contract Agreement**

This Memorandum of Agreement is made between the undersigned (hereinafter referred to as "costumer") of the one part, and Halal Laboratory LPPOM MUI (hereinafter referred to as "The Laboratory") of the other part, whereas The Costumer hereby agree and undertake:

1. Costumer agree that sample testing is started when payment evidence has been sent through email [labhalal@halalmui.org](mailto:labhalal@halalmui.org) and also count as the starting processing time of *Certificate of Analysis* issuance.
2. Costumer agree and undertake that the *Certificate of Analysis* for this laboratory analysis can not replace a halal certificate. The costumer will not claim *Certificate of Analysis* as halal certificate.
3. If the amount of sample is less than requirement, costumer have mentioned this clearly. Costumer agreed that The Laboratory retains the right to not issue *Certificate of Analysis* if laboratory analysis have been performed and the result is invalid due to the lack of sample. The reason sample is less than requirement is

Paraf pelanggan/ Costumer signature

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- |   |   |
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| <p>4. Pelanggan menjamin bahwa form yang ditulis adalah benar adanya dan transportasi sampel ke Laboratorium sudah sesuai suhu yang dimaksud dan dapat mencegah kontaminasi silang. Laboratorium berhak menolak permintaan khusus (seperti data mentah, <i>Certificate of Analysis</i> terpisah per sampel, dll) jika tidak ditulis di Akad Pengujian Sample dan disetujui Laboratorium.</p> <p>5. Pelanggan menjamin bahwa sampel yang diberikan bukan limbah bahan berbahaya, beracun dan infeksius bagi lingkungan. Laboratorium berhak mengembalikan limbah hasil pengujian sampel kepada konsumen jika memerlukan penanganan khusus, sehingga dapat diproses sesuai peraturan pemerintah yang berlaku.</p> <p>6. Pelanggan menyetujui bahwa <i>Certificate of Analysis</i> ini tidak dapat digandakan (termasuk dalam bentuk elektronik) kecuali seluruhnya, dan hanya berlaku untuk sampel tersebut (khusus untuk sampel yang pengambilan contoh tidak dilakukan oleh petugas Laboratorium)</p> <p>7. Pelanggan menerima bahwa keluhan mengenai <i>Certificate of Analysis</i> disampaikan secara tertulis ke Laboratorium maksimum 14 hari kerja setelah <i>Certificate of Analysis</i> terbit.</p> <p>8. Pengaduan dapat disampaikan secara langsung atau melalui telepon/<i>email</i>/ kotak pengaduan Laboratorium (di <i>front office</i> LPPOM MUI). Pelanggan akan menerima umpan balik dalam 14 hari kerja sejak pengaduan diterima.</p> <p>9. Pelanggan menerima jika Laboratorium dapat memberikan data lengkap <i>Certificate of Analysis</i> kepada pemerintah atau pihak berwajib sesuai ketentuan pemerintah yang berlaku. Pelanggan akan diberitahukan mengenai hal ini.</p> <p>10. Selain terkait permohonan percepatan analisa dan perubahan jumlah sampel, Perjanjian (kontrak) tidak dapat diubah sebelum pengujian dilakukan.</p> <p>Demikian surat perjanjian ini dibuat dengan penuh kesadaran.</p> | <p>4. Costumer guarantee that the form is correctly written and sample transportation could mantained sample temperature and prevent cross-contamination. The Laboratory can decline special request (such as raw data, separate <i>Certificate of Analysis</i> per sample, etc) if it is not written in the Sample Analysis Contract and agreed by The Laboratory.</p> <p>5. Costumer declared that the sample is not infectious, toxic nor hazardous for the environment. If special treatment is required by law, The Laboratory reserves the right to return the waste of this laboratory analysis to the costumer for further processing according to the government regulation</p> <p>6. The Costumer agree and undertake that this Certificate of Analysis can not be duplicated (including in electronic form) except in whole, and only applies to the sample (whenever sampling process is not performed by The Laboratory)</p> <p>7. Costumer accept that complaint on Certificate of Analysis can be accepted in written maximum 14 working days after COA is issued.</p> <p>8. Complaints can be submitted directly or by telephone/<i>email</i>/suggestion box (in LPPOM MUI front office). Customers will receive feedback maximum 14 working days after the complaint is accepted.</p> <p>9. Customer accept if the Laboratory can provide complete data of the Certificate of Analysis to the government or the law authorities according to government regulations. Customers will be notified about this.</p> <p>10. Other than acceleration of analysis request and changing of total sample, the agreement (contract) can not be changed before the analysis has been done.</p> <p>The agreement is signed in witness whereof the parties here to have hereunto set their hands and seals.</p> |
|---|---|

Tanggal/Date:

Menyetujui /*Signed by*,  
Pelanggan/*Costumer*


Mengetahui/ *Witnessed by*,  
Perwakilan Laboratorium/*The Laboratory representatives*

(Nama/*Name* )

(Nama/*Name* )

Mewakili perusahaan/ *for and on behalf of company*:

 <p><b>LAB HALAL</b> <b>LPPOM MUI</b> Quality Service With Integrity</p>	<b>FORM</b>			Nomor Dokumen	F.A.04-01		
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No...../LPPOM MUI/...../20....							
<b>Laporan (COA) Dikirim ke:</b>		<b>Invoice/Kwitansi Dikirim ke:</b>		<b>Format Laporan (COA)</b>			
Nama Perusahaan:		Nama Perusahaan:		<input type="checkbox"/> <i>Hardcopy</i> <input type="checkbox"/> <i>E-mail (softcopy)</i> <input type="checkbox"/> Lampiran CoA dipisah untuk sampel berbeda			
Alamat:		Alamat:					
<i>Contact Person:</i>		<i>Contact Person:</i>					
No. Tlp:		No. Tlp:					
E-mail:		E-mail:					
No. Reg. Cerol: (khusus untuk sampel hasil audit)		No. NPWP:					
No.	Nama/Kode Sampel	Produsen	Lot/Tgl Prod/Tgl Kadaluarsa	Jumlah Sampel	Target Uji*	Keterangan **	Biaya Uji (RP) Termasuk PPN
<b>Total Biaya</b>							
<b>Pembayaran Awal</b>							
<b>Sisa Pembayaran</b>							
Pembayaran dilakukan melalui transfer ke :							
1. Bank BNI Syariah, Nama Rek: LPPOM MUI, No. Rek: 0116601739 (Lab Halal LPPOM MUI Bogor)							
2. Bank BNI Syariah, Nama Rek: LPPOM MUI, No. Rek: 847114584 (Lab Halal LPPOM MUI Cikarang)							
<b>Kaji Ulang Permintaan:</b> <input type="checkbox"/> SDM <input type="checkbox"/> Metode <input type="checkbox"/> Alat <input type="checkbox"/> Bahan							
<b>Tindaklanjut:</b> <input type="checkbox"/> Diterima <input type="checkbox"/> Ditunda sampai.....							
<b>Catatan khusus (suhu, jenis kemasan, kondisi sampel, permintaan khusus terkait CoA, personel yang mengambil CoA dll):</b>							
Nomor CoA:							
Pengirim Sampel,				Penerima Sampel,			
(            )				(            )			
*) Target uji: DNA babi, protein babi, daya tembus air dan etanol							
**) Keterangan: Normal; <i>fast-track</i> ; jika sampel berupa obat berkapsul, konsumen harus info apakah menguji obat saja atau kapsul saja							

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<b>Report (COA) Send to:</b>		<b>Invoice/Receipt Send to:</b>		<b>Format of Report (COA)</b>	
Company:		Company:		<input type="checkbox"/> Hardcopy <input type="checkbox"/> E-mail (softcopy) <input type="checkbox"/> CoA attachment is separated for each sample	
Address:		Address:			
Contact Person:		Contact Person:			
Phone No:		Phone No:			
E-mail:		E-mail:			
Cerol Reg. No.: <i>(for audit sample)</i>		NPWP number: <i>(whenever applicable)</i>			

No.	Sample name and Code	Manufacturer	Lot No./ Production Date/Expiry Date	Sample quantity (unit)	Sampel Target*	Notes**	Analysis Fee (Rp) Include PPN tax

<b>Sum of Payment</b>	
<b>Initial down-payment</b>	
<b>Remaining payment</b>	

**Request review:**  Human resources  Method  Instrument  Chemicals

**Follow up:**  Accepted  Postpone until.....

Payment is official when it is made through bank transfer to Bank BNI Syariah, account name LPPOM MUI, account no: 0116601739 swift code BNINIDJXXX. For payment other than Rupiah, please confirm to Halal Laboratory staff to confirm exact fee due to the exchange rate.

**Special notes (temperature, packaging type, sample condition, special request related to CoA, personnel who will take the CoA etc):**

CoA No.:

Person sending the sample,  (        )	Person receiving the sample,  (        )
<p>*) Sample target: porcine DNA, porcine protein, waterproof, ethanol          *) Description: Normal; fast-track; if the sample is capsulated drugs, the consumer must write whether to test the drug or capsule only</p>	