

Test Lab Request Form Instructions

- The TLW request form can be found on the second worksheet (tabs at bottom of the screen) of this file.
- Please fill in all required fields as noted in red. Please fill in all other fields if applicable / possible. Instructions for each field will appear when you click on the field. The procedure field is an embedded MS Word object which will allow you to use formatting features not possible in Excel (i.e. paragraphs, bullets, numbering, etc).
- If possible, create your desired data table and/or graph formats in the additional worksheets of this file. This is preferred over extensive written procedures.
- If the request is for High Speed Video, specify any desired parameters (i.e. frame rate, resolution, etc.) in the "HSV Setup" tab. If not specified, the videographer will document the parameters that they chose to use.
- Once the form is completed, save this file on your personal computer using the following format:
TLW#### - Brief Description
Try to keep the description as concise as possible. Your name in the filename is no longer necessary.
- Email the file to Phillip Reesor (primary) and Mark Hammond (secondary). Phillip will return your email with the assigned number and the assignee

Test Lab Work Request Form

Engineer: Vince Norton

Project #: 241493

Date Submitted: 1/18/2009

Test Description:

Measure
Safety Detent
Spring hole
location in 4
Model 770
T&P Trigger
Blocks and 4
Model 770
DAT Trigger
Blocks

Test Procedure:

Measure hole locations in 4 each of the T&P trigger blocks and DAT trig
blocks to compare location.

Test Lab Work Request Form

TLW #:

Requested Completion Date:

1/19/2009

itions in 4 each of the T&P trigger blocks and DAT trigger
: location.

TLW Form

<autofile>

Test Lab Work Request Form

Test Lab Work Request Form

<autofill>

TLW Form

Test Lab Work Request Form

Special Requirements:

Supplies Availability:

Results Required:

*****This section to be completed by Test Lab Manager*****

Assigned To:

Start Date:

Assigned Date:

Completion Date:

Comments:

<autofile>

TLW Form

Test Lab Work Request Form

Double click to edit.

Cont'd Procedure

<autofill>

Request Form

<autofill>

Cont'd Procedure

HIGH SPEED VIDEO SETUP RECORD	
ARCHIVE:	
TLW	

Camera Operator:

File Names:

Convention:

Purpose of Test:

Camera:	APX-RS	1024PCI
		Resolution (WxH, pixels):

Canon 20D

Lens:

Equipment Height (in. above or below subject, no entry = in-plane with subject)

Equipment

Camera
L1 1000W
L2 1000W
L3 8-Bulb PAL

Set-up Diagram (w/linear dimensions)

not to scale.

ALL FILES

REPRESENTATIVE FILE(S)

NO ARCHIVE

File Name:

Date:

Project No.:

TLWNo Description.avi i.e. [TLW2162 Shot 1 18in bbl GB.avi], [TLW2162 Shot 2 18in bbl GB.avi]

1024PCI

Canon 20D

Shutter Speed:

Frame Rate (fps):

Type (C or F):

f-stop used:

Focal Length (mm):

zoom used (mm):

Position	Target	Symbol	Equipment	Position	Target	Symbol
		1				
		14				
		12				
		13				