

Requisition form for Industrial Gas Cylinder

Name of the User	
Lab / Area in which gas is being used	
Name of the required gas	
Purity of gas required	
Purpose for which the gas to be used for	
Initial pressure of the gas cylinder immediately after issue	
Capacity of gas cylinder	
Quantity of gas cylinder	
Pressure of gas inside empty cylinder prior to return	
Stock of Cylinder on hand at the time of placement of order	
Utilized quantity during the last three months	
Estimated quantity of usage during next three months	

**Remarks**

This form is to be filled only by the User after receipt and use of Gas at site. In case of high purity gases, justification along with purity certificate must be enclosed.

User is responsible to ensure safe handling of gas cylinder and return the empty cylinder / trolley. Users may also indicate in case valves were found faulty, pressure / hydro test tags etc., on the cylinder were not up to the mark.

High purity gases are expensive and therefore selection of purity of gases for particular usage is important.

Copy of the empty cylinder must be submitted to Internal Audit Cell duly signed by the User immediately after usage for processing the payment to supplier in time and place orders for next lot of cylinders in time.

(Signature of User)