



**Proficiency Testing (PT) requirements Checklist**

**F07/23**

For office use: EAS Acc. No					
Laboratory:					
Field of operation:					
Assessor/s , Technical Expert & Observers:					
Laboratory Representative:					
Date of Evaluation:					
<b>This report covers the following:</b>					
Type of Assessment (Tick box):	Initial:		Follow Up:		Re-assessment:
<b>REQUIREMENTS &amp; COMMENTS. Compliance = C, Non-compliance = NC, Not applicable =NA Comment below on adequacy of how requirements have been addressed, documented and/or implemented.</b>					<b>C NC NA</b>
<b>Technical Requirements</b>					
<b>Proficiency Testing</b> Has the laboratory participated in proficiency Testing or Inter laboratory Comparisons for all parameters on the schedule of Accreditation?					

Provide detail of PT activity, including the proficiency testing providers or where appropriate alternative methods (E.g. Inter laboratory comparisons/EQA/ use of reference materials) of assuring the quality of test and/or calibration results)

The CAB shall notify EAS in the case of PT result with  $Z \geq 3$

If the laboratory has not participated in PT activities either because PT is either not practical or because none exist, has the laboratory taken appropriate steps to assure the Quality of Test and Calibration Result?  
(NB The laboratory shall provide valid verifiable reasons of not participating in PT activities)

NB: List the test not covered by any proficiency testing, with valid verifiable reasons for not participating in PT activities:

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<b>Additional/General Comments</b> this space may also be used to expand on comments in specific	
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**Appropriateness of PT Activity: How are the following addressed / Implemented?**

Is the amount of PT Activity or alternative activities appropriate to the volume and associated risk for the testing and or calibration activities of the Laboratory?

Comment on Appropriateness

Analysis of Results of PT Testing: How are the following addressed / implemented?	
<p>Has the Laboratory analyzed the result of the PT/Inter laboratory results (or alternative) and have appropriate steps been taken when results are not satisfactory (<math>En &gt; 1</math>, or Z score <math>&gt; 3</math>)</p>	
<p>Comment on analysis of results</p>	
<p>Is the laboratory experiencing any problems with participating in Proficiency testing?</p>	

Comment on the effectiveness of corrective and preventative actions taken

**CALIBRATION Laboratories Only:**

**General requirements:**

Has the laboratory prepared and implemented an activity plan that indicates how and when Proficiency Testing and/or Inter laboratory activities are to be implemented for the next 5 years?

Does the activity plan cover all the major parameters and instruments listed on the laboratory's schedule of accreditation?

<b>TESTING and MEDICAL Laboratory Only:</b>	
<p><b>General requirements:</b></p> <p>Has the laboratory prepared and implemented a plan that indicates how and when proficiency Testing and/or inter laboratory activities are to be implemented for at least 2 accreditation cycles. i.e. the activity schedule for the past accreditation cycle where possible) and the plan for the subsequent accreditation cycle?</p>	
<p>Does the activity plan cover all accredited activities listed on the laboratory's schedule of accreditation, and in a period not exceeding 1 accreditation cycle?</p>	
<p><b>General requirements</b></p> <p><b>Calibration, Testing and Medical Laboratories:</b></p>	
<p>Is the Proficiency testing scheme/ILC reports clear and comprehensive and does it include at least the following minimum information:</p> <ul style="list-style-type: none"> <li>❖ Identification of the participants</li> <li>❖ Measurement protocol</li> <li>❖ Identification of the measurement standard or Arte fact in case of</li> <li>❖ Measurement result</li> <li>➤ The reference value(s) and how these were established</li> <li>➤ The reference value(s) and how these were established</li> <li>➤ Evaluation of the measurement results</li> <li>➤ An indication of the performance of individual participants</li> <li>➤ Minimum acceptance criteria</li> <li>➤ Conclusion</li> </ul>	

<b>Comment on activity plan and/or ILC reports</b>		
<b>Assessor Signature</b>		<b>Date</b>