

A316 - Guidance for Review of Proficiency Testing Reports November 2005

The following pages offer guidance for the review of Proficiency Testing (PT) summary reports that the laboratories receive from their non-accredited proficiency testing providers (PTP). The guidance is intended for use by the laboratory to evaluate the adequacy of the PT summary reports, *not the competency of the PT Provider*, against the relevant requirements of ISO/IEC Guide 43.

GUIDANCE	COMPLIANCE			DOCUMENT REFERENCE	COMMENTS
	Y	N	N/A		
PT3 Assuring Competent PTPs					
3.1 The laboratory should assure the competence of the PTP. This should include compliance with the guidelines described in ISO/IEC Guide 43-1 and should include at least the following:					
3.1.1 Use of samples of the same type as routinely tested or calibrated;					
3.1.2 Use of homogeneous and stable samples;					
3.1.3 Use of appropriate evaluation criteria.					
3.1.4 Provision for instructions and PT reports that are clear and include the following:					
3.1.4.1 the identity of the PT scheme, including date, type of sample, and the tested characteristic, method or calibration;					

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	Y	N	N/A		
3.1.4.2 the laboratory's reported value;					
3.1.4.3 details about the method used;					
3.1.4.4 the assigned value (target, reference result, etc.);					
3.1.4.5 the range of acceptable results;					
3.1.4.6 evaluation of performance (if evaluated);					
3.1.4.7 summary of results from other laboratories					

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3.2 PTP Scheme Operations					
3.2.1 The PTP should provide a full description of the scheme operations, including:					
3.2.1.1 date of shipments, response due, and anticipated reports;					
3.2.1.2 complete description of samples and analytes/tests/calibrations;					
3.2.1.3 source of assigned values (expected result);					
3.2.1.4 range of satisfactory results;					
3.2.1.5 the procedures used to statistically analyze the data;					
3.2.1.6 use of competent subcontractors;					
3.2.1.7 evidence of functioning management system;					
3.2.1.8 satisfactory service to the laboratories.					