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		Planning proficiency test scheme
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Title: Planning of proficiency test scheme

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Date:

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Annex: A, B and C	
Signatures	
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1 Objective

Establish the main steps to plan the PTS and generate a schedule for such steps.

2 Scope

This document applies to all exercise organized by Mat Control quality system.

3 Definitions

Participants are laboratories entities that apply to the PT, receive the item and report the result.

Types of Assigned value

Known values (KV) with results determined by specific proficiency test item formulation (e.g. manufacture or dilution).

Certified reference values (CRV) – as determined by definitive test or measurement methods (for quantitative tests).

Reference values (RV) – as determined by analysis, measurement or comparison of the proficiency test item alongside a reference material or standard, traceable to a national or international standard.

Consensus values from expert participants – expert should have demonstrable competence in the determination of the measurand(s) under test, using validated methods known to be highly accurate and comparable to methods in general use. The experts may, in some situations, be reference laboratories.

Consensus values from participants – using statistical methods described in ISO 13528 and with consideration of the effects of outliers.

4 Related Procedures


PNT/MAT/003 – Preparation of PT items

PNT/MAT/004 – Homogeneity and Stability tests

PNT/MAT/006 -Communication with participants

PNT/MAT/007 - Data analysis and evaluation of proficiency testing scheme results

PNT/MAT/008 - Elaboration of reports

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5 Responsibilities

The technical responsible for the exercise does the plan.

6 Reference

Not applicable

7 Instructions

7.1 Planning proficiency test scheme


This document deals with all steps that directly affect **planning** of proficiency testing scheme.

Annex A is use to register information and agreement during meeting between Mat Control and interested people in PT.

Filling Annex B, Mat Control demonstrates is aware about all steps of PT:

- Define nature and amount of sample
- Define analytical methods
- Define range of parameters
- Define statistical design
- Define assigned value method
- Define personnel involved
- Plan item preparation
- Plan homogeneity and stability test
- Plan contact with participants (information and way to participant send results)
- Plan distribution of items
- Plan evaluation of results
- Plan report results

Annex C is a schedule for the PT. This schedule is Mat Control tool to run well the proficiency test and take decisions in the right time for each activity.

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7.3 Annex B – Planning PTS

This form should be filled by technical responsible based in information from Annex A and previous knowledge about PTS.

Proficiency testing scheme provider

Name	Mat Control
Address	Avda. Diagonal, 647. 08028 Barcelona- Spain. Dept Química Analítica, Universitat de Barcelona

Personnel involved


Name	Address	Affiliation

Subcontracted

Name	Address	Activities


Propose

Objective of PTS	<input type="checkbox"/> Lab. Comparison <input type="checkbox"/> Assign Value <input type="checkbox"/> Students exercise <input type="checkbox"/> other:
Use of results	<input type="checkbox"/> Just participants <input type="checkbox"/> Public <input type="checkbox"/> other:

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Results and Evaluation

Results from participants	PNT/MAT/006 (form, instruction)
Evaluation of results	PNT/MAT/007
Reporting	PNT/MAT/008

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7.4 Annex C – Schedule for PT Campaign:

*Fill with date and responsible signature

	Planning		Preparation of material		Homogeneity and stability tests		Send instructions to participants		Labelling and packing		Distribution of items		Deadline to receive results		Analyze results		Report results to participants		Evaluation of PTS	
Sample1																				
Sample2																				
Sample3																				
Sample4																				
Sample5																				
Sample6																				