 UNIVERSITAT DE BARCELONA	Facultat de Química Departament Química Analítica  Mat Control	PNT/MAT/003/01
		Preparation of proficiency test items
		Pag. 1 de 5

**Title:** Preparation of proficiency test items

**WRITTEN BY**

\_\_\_\_\_  
Msc. Glauce Pereira  
*Technical Cooperator*

Date:

**REVIEWED BY**

\_\_\_\_\_  
Dr. Emilio Carrasco  
*Technical Expert*



Date:

**APPROVED BY**

\_\_\_\_\_  
Dra. Angels Sahuquillo  
*Director*

Date:

<b>Replaced doc:</b>	<b>Replace date:</b>
<b>Replace reason:</b>	
Annex: A	
Signatures	
<b>Control copy number:</b>	
<b>Distribution place:</b>	

  UNIVERSITAT DE BARCELONA	Facultat de Química Departament Química Analítica  Mat Control	PNT/MAT/003/01
		Preparation of proficiency test items
		Pag. 2 de 5

## 1 Objective

Establish the characteristics of the item that will be prepared, as well steps necessary to reach such characteristics.

## 2 Scope

This document applies to all items prepared by Mat Control and that will be use in a PT exercise.

## 3 Definitions

Not applicable.

## 4 Related Procedures

PNT/MAT/002 - Planning proficiency test scheme.

## 5 Responsibilities

The technical responsible of the exercise is responsible complete item 7.1 about sampling of matrix. Technician shall fill Annex A with preparation and chemical test details.

## 6 References


ISO Guide 34:2000 - General requirements for the competence of reference material producers

## 7 Instruction

### 7.1 Preparation of proficiency test items

Mat Control can obtain the proficiency test item by acquisition or can prepare it following instructions for pre-treatment, fortification, chemical analyze, handling and storage according ISO Guide 34.

This is a procedure to ensure that each proficiency test items are prepared in accordance with details establish in PNT/MAT/002 “Planning proficiency test scheme” for such exercise.

	Facultat de Química Departament Química Analítica  Mat Control	PNT/MAT/003/01
		Preparation of proficiency test items
		Pag. 3 de 5

**Table 1- Sampling of matrix**

Name of item:			
Objective (Campaign):			
<b>Obtainment</b>			
Obtainment: <input type="checkbox"/> Acquisition <input type="checkbox"/> Preparation by Mat Control			
If acquisition : Provider _____			
Preparation <input type="checkbox"/> Natural <input type="checkbox"/> Fortification <input type="checkbox"/> Blending			
Type of Matrix: <input type="checkbox"/> Water <input type="checkbox"/> Flour <input type="checkbox"/> Wheat <input type="checkbox"/> Solid residue <input type="checkbox"/> Other_____			
Quantity : _____			
Collection/Acquisition Date _____ Origin: _____ Local: _____			
Responsible for sampling of matrix:			
<b>Personnel Involved</b>			
Name		Activities	
Transport to lab – Conditions:			
Responsible:			Temperature:
Duration: Start _____ Finish (arrival in lab): _____			
Obs			



