

A118 - LABORATORY PROFICIENCY TESTING PLAN

Revision 1.7

February 27, 2023



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1.0 INTRODUCTION

CALA's proficiency testing (PT) requirements for accredited laboratories is found in P02-03 – CALA Proficiency Testing Policy for Accreditation. It details a hierarchy of PT options. In order to facilitate a laboratory's compliance with this policy, laboratories are required to maintain a Proficiency Testing Plan with CALA. This plan is reviewed and approved by CALA staff.

2.0 COMPLETING THE PLAN

PT option for each analyte is entered in CAMS using the process described below. If any of the analytes use PT Canada (PTC) as the PT Provider, please be sure have the PTC analyte registration number (PT-#####) ready for input.

1. Go to the menu Scope Management-->Manage Scope-->click the edit/pencil icon for the affected appendix OR click +Add to add a new appendix
2. Find the affected analyte(s) and, for each, modify the PT provider/option.
3. Once finished with the appendix edit, click "Create Change Request for Preview"
4. On the Dashboard submit each change request for CALA review and approval.

To download your PT plan from CAMS please use the following guidelines:

- Login to CAMS
- PT Menu
- PT Plans
- Click "Toggle All Columns"
- Click "Export to Excel"

Full CAMS Resources are located at <https://cala.ca/cams-resources>

Using P02-03 CALA *Proficiency Testing Policy for Accreditation* and A139 – CALA *Guidance on Meeting Proficiency Testing Requirements*, make any necessary changes to the plan. When determining the option to be used, laboratories must investigate the availability of PT from options i) through vi) and select the first one that is available. For example, if PT for an analyte is available through an accredited PT provider, a less formal inter-laboratory study will not be considered acceptable for the purpose of accreditation.

The following databases are good sources of accredited PT providers:

<http://www.eptis.org>

<http://arpt.cnas.org.cn>

3.0 MONITORING FOR COMPLIANCE

CALA will monitor ongoing compliance with the CALA PT policy through the following processes:

- Laboratories using PT options i and ii from an approved provider will report PT results in CAMS twice per year. This reporting will be subject to the remedial actions (e.g., possible suspensions, suspensions, etc.).
- PT option i PTC results are imported directly to CAMS
- PT option i non-PTC and PT option ii results are entered by the laboratory in CAMS and the PT report uploaded
- For two consecutive “unacceptable” PT scores, the laboratory will be requested to submit a Corrective Action (CAR) form in CAMS Portal within one month after the CAR is created, to avoid further negatively impacting the accreditation status of the affected analyte(s).
- For three consecutive “unacceptable” PT scores, the CALA accreditation will be automatically withdrawn. Reinstatement of accreditation will only be considered following a formal request for reinstatement. An acceptable Corrective Action (CAR) form in CAMS, recent re-validation data, satisfactory participation in PT, and any other information required to make decision on reinstatement must support a formal request for reinstatement.
- Assessors will review PT results during on-site assessment
- Assessors will follow-up unsatisfactory performance and corrective action during on-site assessments.

4.0 NEW APPENDICES

Prior to accreditation being granted for any new appendix, the laboratory must enter the PT option for each analyte in CAMS. If a laboratory does not indicate the PT option to be used, the Change Request will not be processed until it is clear how the PT requirement will be met. Laboratories must successfully participate in appropriate PT prior to accreditation being granted.

5.0 QUESTIONS

If you have any questions about the PT requirements for accreditation, contact one of the Accreditation staff at accreditation_program@cala.ca

6.0 REVISION HISTORY

Rev. No.	Revision Date	Nature of Revision
1.6	May 26, 2020	<p>Removed references to the CALA PT program.</p> <p>Removed reference to the Approved PT Provider list and replaced it with A139.</p> <p>Updated contact information.</p> <p>Updated monitoring activities (Section 3) to reflect current practice.</p>
1.7	Feb. 27, 2023	<p>Removed reference to Excel Spreadsheet for completing the plan and replaced it with CAMS</p> <p>Updated monitoring activities (Section 3) to reflect current practice.</p>