

# A118 - LABORATORY PROFICIENCY TESTING PLAN

Revision# 1.6

May 26, 2020



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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

Your laboratory was emailed a CSV file that can be loaded into an EXCEL spreadsheet. This spreadsheet (your PT Plan) contains the current and proposed scope of accreditation for your laboratory.

Column Name	Description
Membership_number *	The laboratory's CALA number.
Appendix number *	This field contains the CALA assigned appendix number.
Appendix_Name *	The generic appendix name (e.g., DISSOLVED METALS_WATER).
Method_ID *	The lab specific method ID.
Parameter *	The specific analyte.
PT_Code *	The PT code that is assigned to each analyte. A prefix of "PT" indicates that the PT is supplied by PT Canada; a prefix of "NPT" = an alternate PT Provider.
Option †	In this field, enter the PT option to be used (e.g., i, ii, iv, v or vi).
PT_Provider †	In this field, indicate the PT provider that will be providing the samples.
Percent *	The percent of analytes in an appendix currently covered by PT.

Column Name	Description
Option_ii_PT_Status*	The current PT and accreditation status.
Option_ii_Last_Processed_Date*	The date on which CALA last uploaded reported information to the database and updated status.
Comment†	Provide a brief justification if any PT option other than i) or ii) was selected.

\* DO NOT modify this field

† fields that may be modified by laboratory

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>

Where the Option is neither i) nor ii), enter an explanation in the comments field.

Submit the completed plan to: [accreditation\\_program@cala.ca](mailto:accreditation_program@cala.ca)

### 3.0 MONITORING FOR COMPLIANCE

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

- Laboratories using options i and ii from an approved provider will report results of PT to CALA twice per year. This reporting will be performed on-line and will be subject to the remedial actions (e.g., possible suspensions, suspensions, etc.).
- CALA staff may request PT reports to substantiate a laboratory's entry into the web data entry system.
- When CALA staff become aware that a laboratory has received an "unacceptable" PT score, the laboratory may be requested to submit evidence of a nonconformance report and any follow-up.
- 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 state what PT option is being used on the Scope of Testing Template (generally, the last page of any of the Accreditation Program application forms). If a laboratory does not indicate the option to be used, the application will not be processed until it is clear how PT requirements 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](mailto: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>