



SELECTION OF PT PROVIDERS – CHECKLIST

This document has been created in order to assist facilities with the issues involved in the selection of appropriate providers of the proficiency testing (PT) programs. It can be used to record a facility's PT selection information for presentation at assessments.

Company Name:

Company address:

Accreditation number:

<p>Issues for consideration by the facilities:</p> <ul style="list-style-type: none">- Have the main technical areas for PT been defined?- Is your current PT participation providing sufficient coverage of your activities?	
<p>Selection of PT programs/providers</p> <p>1. Accreditation Status of the PT Provider</p> <p>Preference in the selection of PT providers should be given in the following order:</p>	
<p>A - Accredited proficiency testing providers with scopes covering the area of the PT program</p> <p>B - Accredited proficiency testing providers – the scope of accreditation of the PT provider does not at present include the area of the PT program</p>	

<p>C - Non– accredited proficiency testing providers</p>	
<p>2. Does the offered program provide suitable coverage of your facility’s needs?</p>	
<p>3. Does the offered program adequately reflect your facility’s everyday activities?</p>	
<p>4. Is the sample matrix relevant to your facility’s everyday activities? (For example, are the samples offered “real-life” or synthetic, or spiked, or virtual?)</p>	
<p>5. If no accredited providers have been identified, could you find a non-accredited provider available in Australia or overseas that could provide a program matched to the needs of your facility?</p> <p>In general, if there are no accredited providers available for the required program, and the available ones are not accredited, you should establish the provider’s compliance with ISO/IEC 17043 for at least the following issues:</p> <ul style="list-style-type: none"> • Sample homogeneity and stability • Sample packaging, storage, handling and transportation • Instructions to participants • Data analysis (statistics applied) • Evaluation of performance • Timely reporting to the participants • Strictly controlling the confidentiality issues of participants • Maintaining a formal process for consideration of any concerns or complaints that participants might have in respect of the conduct of a study. 	
<p>6. Does your facility undertake other activities that provide evidence of compliance with AS ISO/IEC 17025:2005, 5.9. Assuring the quality of test and calibration results?</p>	