



**TestQual, S.L.
(Proficiency Testing Schemes)**

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**HOW TO REGISTER
AND SEND APPLICATIONS**

In order to participate in TestQual Proficiency Testing Schemes, the following steps must be followed:

1. Enter in www.testqual.com and register as client of TestQual with your laboratory details, choosing your user and password and introducing all the requested information.
2. TestQual management will check the information and will proceed to activate the laboratory account. Once activated the laboratory will receive a confirmation email.
3. Once the account has been activated the laboratory will have access to its CLIENT AREA, where it will find the information regarding its participations in the proficiency test. In case of some error or loss of the credentials to access the client area you can contact with someone from the Technical department from TestQual or reset your password by following the next link <http://www.testqual.com/forgot>.
4. From the PROFICIENCY TEST tab in TestQual.com the laboratory may consult the schedule for all the proficiency tests, download the protocols and additional information, as well as sign in for those proficiency tests the laboratory might be interested in.
5. To sign in on a proficiency test, click on the SHOPPING CART of the test you are interested in, read the information about the PT and at the bottom of the page you will find the button to start your application. You will be asked to log in if you are not already logged.
6. The application form requires the user to mark all the analytes the laboratory analyses and its quantification limit, to ensure that the proficiency test is useful to all laboratories.

Applicant laboratories must take into consideration that if they mark some analyte as NA (Not Analysed), that/those analyte/s will not appear when introducing the results.

The accepted laboratories will receive a confirmation of the participation with its laboratory code.

TestQual website has helping tools to make the application easier (per example use the same LOQs from past participations).

7. The organizer will send the samples according to the schedule in a way that guarantees its stability and conservation. Sample shipments will always be made by courier companies who guarantee the quality criteria of the shipments described in the TestQual quality system, to ensure that the laboratory receives the sample in optimal conditions.

In case of countries where the shipments have to pass through custom office, TestQual will provide all documentation required for the shipment. However, each participant is responsible of providing the import permits or any other document required by the custom office in order to receive the package with no delay to ensure the preservation of the sample.

For any additional information contact our team to request any documentation/information required.

8. Upon receiving the test material the laboratories have two working days to communicate to the organizer any issue or problems with the sample or package. This contact may be done by email, through the Contact tab of the TestQual website or by opening an issue in your client area. If your laboratory happens to find any problem, the organizer will study your issue and send you a new sample as soon as possible.

If the laboratory does not communicate any issue with the sample within two working days, the organizer will assume the correct reception of the sample and therefore the beginning of its participation.

9. Within the dates established in the schedule, the participant should fill up the RESULTS FORM:

The laboratory must log in on the website to get to its private area. Then select the proficiency test that you want to send results. By clicking on the matrix name the results form will open

Analytes that were marked as analysed and was selected a LOQ will appear in the results form and will be asked for a result, the laboratory can choose between three options:

YES: The laboratory wants to inform a value higher than its LOQ.
(Numerical value must be entered.
You can report decimals by using "." as a decimal separator)

NO: The laboratory has not detected the analyte.
(The website will not accept any numerical value)

<LOQ: The laboratory has detected the analyte, but in concentration lower than its LOQ.
(The website will not accept any numerical value)

The laboratory must also fill up the method section of all the positive analytes they informed about.

Once you have filled the method for one analyte you can "Save Form Methods" to apply the same method to different analytes.

10. Once received the results of all the participants, and according to the scheduled dates, the organizer will send the Final Report to each participant.

11. There is a period after receiving the final report in which if the participant wishes to appeal against the assessment program performance they can make it through email or by the contact tab of TestQual website.

In case of doubt TestQual team will help you, you can contact us through:

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