

**ISO/IEC 17043- 2010
TECHNICAL REQUIREMENTS –
Part 3**



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4.8 REPORTS

PT reports shall :

- be clear
- be comprehensive
- include data covering the results of all participants
- give an indication of performance of individual participants

The authorization of the final report shall not be subcontracted

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4.8 REPORTS

PT reports shall include :

- Name and contact details of **PT Provider**;
- Name and contact details of **PT Coordinator**;
- Name(s), function(s), and signature(s) or equivalent identification of **person(s) authorizing the report**;
- An indication of **which activities are subcontracted** by the proficiency testing provider;
- Date of issue** and status (e.g. preliminary, interim, or final) of the report;

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4.8 REPORTS

PT reports shall include :

- f) **Page numbers** and a clear indication of the end of the report;
- g) A statement of the extent to which **results are confidential**;
- h) **Report number** and clear identification of the PT Scheme;
- i) A clear **description of the proficiency test items used**, including necessary details of the **proficiency test item's preparation and homogeneity and stability assessment**;

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PT reports shall include :

- j) **Participants' results**;
- k) **Statistical data and summaries**, including assigned values and range of acceptable results and graphical displays;
- l) **Procedures used to establish Assigned value**;
- m) Details of the **metrological traceability and measurement uncertainty** of assigned value;
- n) **Procedures used to establish the Standard Deviation for Proficiency Assessment**, or other criteria for evaluation;

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PT reports shall include :

- o) **Assigned values and summary statistics** for test methods/procedures used by **each group of participants** (if different methods are used by different groups of participants);
- p) **Comments on participants' performance** by the PT Provider and technical advisers;
- q) Information about the **design and implementation** of the proficiency testing scheme;

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PT reports shall include :

- r) **Procedures** used to statistically analyze the data;
- s) **Advice on the interpretation** of the statistical analysis; and
- t) **Comments or recommendations**, based on the outcomes of the proficiency testing round.

If some points are not included, the PT provider has to give valid reasons or prove it is not applicable.

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4.8 REPORTS

- ☐ **PT reports shall be issued according to the plan.**
- ☐ **PT reports with preliminary results** may be provided before final results are disclosed (sequential PT schemes, schemes with perishable material).
- ☐ **A policy for the use of reports** by individuals or organizations is to be established.

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4.8 REPORTS

New or amended reports shall include:

- a) **Unique identification**;
- b) **Reference to the original report** that it replaces or amends; and
- c) **Statement concerning the reason for the amendment** or re-issue.

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4.9 Communication with participants

The PT provider shall make available:

- a) Relevant details of the scope of the PT Scheme;
- b) Any fees payable for participation;
- c) Documented eligibility criteria for participation;
- d) Confidentiality arrangements; and
- e) Details of how to apply.

Participants shall be informed promptly of any changes to the PT scheme.

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4.9 Communication with participants

- The PT Provider shall have a documented procedure enabling participants to appeal against the evaluation of their performance.
- The participants are to be informed of the availability of this procedure.
- "Relevant " records of communication shall be maintained and retained.
- If statements of participation or performance are issued they shall not be misleading.

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4.10 Confidentiality

- ☐ The identity of participants shall be confidential.
- ☐ Only the persons directly involved in the operation of the PT schemes may know the identity.
- ☐ The participants may waive the confidentiality.
- ☐ All information supplied by a participant is to be treated as confidential.

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4.10 Confidentiality

- ☐ The participants are to be made aware **in advance of participation** if PT results are provided directly to an interested party.
- ☐ The participants are to be **informed in writing** if PT results are provided directly to a **regulatory authority**.

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