QUALITY PROCEDURE

MS ISO/IEC 17025

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Quality Manager
1.0 PURPOSE AND SCOPE

The purpose of this document is to describe the quality control procedures for monitoring the validity of test undertaken.

2.0 RESPONSIBILITIES

- Technical Manager
- Analyst

3.0 DEFINITIONS AND/OR REFERENCES

Definition:
- PT : Proficiency testing is the technique for the determination of the performance of test method.
- ICC : Inter laboratory crosscheck/comparison.

Reference:
- MS ISO/IEC 17025
- UniMAP Testing Laboratory Quality Manual

4.0 PROCEDURE

4.1. A specification of reference standard should be predefined to evaluate quality control of each test.

4.2. The quality control procedure shall be carried out at respective laboratory.

4.3. All quality control results are stored in file.
4.4. Some of the efforts undertaken by the labs include:

4.4.1 Proficiency Testing Program

a. Selected laboratory personnel shall participate in Proficiency Testing program for tests under scope.

b. If a PT provider is unavailable, then inter laboratory comparison shall be initiated.

4.4.2 Interlab Cross Checks (within UniMAP)

4.4.3 Interlab Cross Checks (with other organisation’s labs)

4.4.4 Inter Staff

4.5 If the quality control result is found to be outside of the defined value, then action shall be taken to correct the problem as soon as possible and to prevent incorrect result to be reported

4  FLOW CHART

None

5  APPENDIX

None