QUALITY PROCEDURE

MS ISO/IEC 17025

Prepared By:

ASSISTANT QUALITY MANAGER

Reviewed By:

Technical Manager (Materials)
Technical Manager (Environment)
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Approved By:

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Quality Manager
1.0 PURPOSE AND SCOPE

To avoid deterioration, loss or damage to the test item during storage, handling and preparation of the samples. This procedure applies to all requests for testing.

2.0 RESPONSIBILITIES

The appointed laboratory analyst shall be responsible for avoiding deterioration, loss or damage to the test item during storage, handling and preparation.

3.0 DEFINITIONS AND/OR REFERENCES

Definition:
None

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

4.0 PROCEDURES

4.1 When receiving the test sample, the laboratory Analyst/Assistant Technical Manager that has been assigned to the job will performed the following form ‘Checklist for sample evaluation review’:

a) Will unpack the test samples.
b) Will check that whether it is the right samples submitted. If not, the Analyst/Assistant Technical Manager shall contact the customer for the right test samples.
c) Will check any physical damages or any abnormalities on the samples.
d) Will check for any specific handling requirement.

4.2 If the sample are in acceptable conditions, place the sample in the receiving sample area (with identification tag).
4.3 Ensure the sample storage conditions are suitable in order to avoid sample contamination or change characterization.

4.4 When the equipment is ready to be used, place the sample in the work in progress bin/area and place the identification on the sample in bag or specify container.

4.5 Perform the test according to the agreed test method.

4.6 When the analysis of the sample is completed, place a identification tag on the sample / bottle.

4.7 After completing the analysis of all the sample (having the same job number), place a identification tag on the sample bag and then transfer the sample bag to the finished storage box/bin (labelled with identification tag).

4.8 Tested samples will be disposed after one (1) month, if not collected by the customer.

5.0 RECORDS

<table>
<thead>
<tr>
<th>No.</th>
<th>Record</th>
<th>Location</th>
<th>Person maintaining records</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Test Request Form (UTL/FO/101)</td>
<td>Document Room</td>
<td>Analyst</td>
<td>At least 6 years</td>
</tr>
<tr>
<td></td>
<td>Testing LogBook (UTL/FO/04-02)</td>
<td>Document Room</td>
<td>Analyst</td>
<td>At least 6 years</td>
</tr>
</tbody>
</table>

6.0 FLOWCHART

None