

Table of Contents

DISCLAIMER	i
PREFACE	iii
INTRODUCTION	1
Volume 1 Module 1 – PROFICIENCY TESTING	5
4.0 Requirements for Accreditation.....	6
4.1 Initial Accreditation.....	6
4.2 Continued Accreditation	6
5.0 Handling, Analysis, and Reporting Data.....	7
5.1 PT Sample Analysis Requirements	7
5.2 PT Sample Reporting Requirements.....	8
5.3 PT Sample Records.....	9
6.0 Requirements for Corrective Action	9
7.0 Requirements for Complaint Resolution.....	10
8.0 Suspension or Revocation	10
Volume 1 Module 2 – QUALITY SYSTEMS GENERAL REQUIREMENTS	11
4.0 Management Requirements	11
4.1 Organization.....	11
4.2 Management System	13
4.3 Document Control.....	19
4.4 Review of Requests, Tenders and Contracts	22
4.5 Subcontracting of Tests and Calibrations	23
4.6 Purchasing Services and Supplies.....	25
4.7 Service to the Customer	26
4.8 Complaints	27
4.9 Control of Non-Conforming Testing Work	28
4.10 Improvement	29
4.11 Corrective Action	30
4.12 Preventive Action	32
4.13 Control of Records	33
4.14 Internal Audits.....	37
4.15 Management Reviews.....	39
4.16 Data Integrity Investigations	40
5.0 Technical Requirements.....	41
5.1 General.....	41
5.2 Personnel	41
5.3 Accommodation and Environmental Conditions.....	47
5.4 Environmental Test Methods and Method Validation	48
5.5 Calibration Requirements	51
5.6 Measurement Traceability	53
5.7 Collection of Samples.....	55
5.8 Handling Sample and Test Items	56
5.9 Quality Assurance for Environmental Testing	60
5.10 Reporting of Results.....	62

Volume 1 Module 4 – QUALITY SYSTEMS FOR CHEMICAL TESTING.....	65
1.4 Method Selection	65
1.5.1 Method Validation	65
1.5.2 Limit of Detection/Limit of Quantitation (LOD/LOQ)	67
1.5.3 Precision and Bias	68
1.5.4 Selectivity.....	69
1.6 Demonstration of Capability	70
1.6.2 Initial DOC	70
1.6.3 Ongoing DOC.....	71
1.7 Technical Requirements.....	72
1.7.1 Initial Calibration/Calibration Verification.....	72
1.7.2 Continuing Calibration	74
1.7.3 Quality Control.....	75
1.7.4 Data Acceptance/Rejection Criteria	80
1.7.5 Sample Handling	81
Volume 1 Module 5 –QUALITY SYSTEMS FOR MICROBIOLOGICAL TESTING	83
1.4 Method Selection	83
1.5 Method Validation	83
1.6 Demonstration of Capability	84
1.6.2 Initial DOC	84
1.6.3 Continuing DOC.....	85
1.7 Technical Requirements.....	85
1.7.1 Calibration.....	86
1.7.3 Quality Control.....	86
1.7.5 Sample Handling	91