



The American Association for Laboratory Accreditation

A2LA C106 – GENERAL CHECKLIST: PROFICIENCY TESTING FOR ISO/IEC 17025 LABORATORIES

Document Revised:
November 6, 2009
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Accredited laboratories are required to meet the following additional requirements contained in **R103 – General Requirements: Proficiency Testing for ISO/IEC 17025 Laboratories**.

A2LA Assessor Instructions: Please note that for all N/A indications, you must document the reason why this requirement is N/A in the comments section.

To the best of my knowledge, all laboratory document references below as well as actual laboratory practice have been assessed for compliance with the relevant clauses of **R103 – General Requirements: Proficiency Testing for ISO/IEC 17025 Laboratories**. I hereby attest that all ‘Yes’ marked compliance clauses, whether initialed or not, meet the aforementioned requirements. Any areas of noncompliance have been fully described in the Assessor Deficiency Report.

A2LA Assessor Signature: _____ Date: _____

Laboratory Name: _____ A2LA Master Code: _____ Asmnt ID: _____

Requirement	{RESERVED FOR A2LA ASSESSORS ONLY}			Comments
	Compliance			
	Y	N	NA	
A2LA Proficiency Testing Requirements				
(PT1) Laboratories shall conduct proficiency tests in accordance with their normal testing/calibration and reporting procedures, unless otherwise specified in the instructions from the proficiency test provider.				
(PT2) Laboratories shall also ensure that proficiency testing samples are equally distributed among personnel trained and qualified for the relevant tests.				
(PT3) Unless otherwise specified within A2LA R103 or in the Annex to the A2LA General Requirements for Proficiency Testing, at a minimum, proficiency testing participation is required for at least two proficiency-testing activities per year, every year.				
(PT4) All accredited laboratories must participate in relevant and available proficiency testing at a frequency sufficient to ensure that all major sub-disciplines and materials/matrices/product types (as defined in each section) on the scope(s) of accreditation are covered over a four year period.				



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Requirement	{RESERVED FOR A2LA ASSESSORS ONLY}			Comments
	Compliance			
	Y	N	NA	
(PT5) Laboratories have a documented plan of how they intend to cover the applicable program requirements or the major sub-disciplines and materials/matrices/product types (as defined in the Annex to the A2LA General Requirements for Proficiency Testing document) on their scope of accreditation over a four-year period.				
(PT6) This plan shall cover any commercially available participation and any inter-laboratory organized studies, as applicable.				
(PT7) The plan must also address the laboratory's process for submission of proficiency testing results and related corrective action responses to A2LA promptly upon receipt.				
(PT8) Applicant laboratories for A2LA accreditation must be able to demonstrate successful participation in at least one relevant and available proficiency testing activity (i.e. study) prior to receiving accreditation.				
(PT9) Laboratories are expected to document their analysis of all results, and to submit the results, and the subsequent analysis, of all relevant proficiency testing participation to A2LA promptly upon receipt.				
(PT10) Detailed corrective action responses for any outlying or unacceptable results related to testing/calibration on their Scope of Accreditation must also be submitted.				