 cpcb	CENTRAL LABORATORY, DELHI	DOC: CB/CL/SOP/7.7/2
	STANDARD OPERATING PROCEDURE	Issue No. : 04
	PROCEDURE FOR PARTICIPATION IN PROFICIENCY TEST PROGRAMME/INTER- LABORATORY COMPARISON (ILC) TEST PROGRAMME	Issue Date : 16.08.2023
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1.0 PURPOSE

The procedure describes for proficiency test programme and inter-laboratory (collaborative) test for internal and external quality control for verification purposes.

2.0 SCOPE

All test sections of laboratories of Central Laboratory, CPCB-Delhi shall be covered subject to availability of test equipment, and the tests normally conducted.

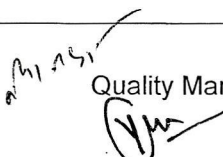
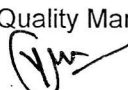


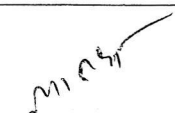
3.0 RESPONSIBILITY


The Quality Manager along with Technical Manager shall be responsible for overall co-ordination along with Technical Manager and testing Laboratory In-Charge. The respective laboratory In-Charge shall be responsible for effective execution for monitoring of such testing.

4.0 PROCEDURE

4.1 Participation in Proficiency Testing

- 4.1.1 Central Laboratory shall participate in proficiency testing from the authorized PT-Providers either identified by NABL or duly accredited reputed organizations in the country or abroad.
- 4.1.2 A committee is formed to finalize the Tender document, Terms and Condition for PT-Provider, that may cover the maximum parameters of various laboratories.
- 4.1.3 The Chairman/Member Secretary, CPCB shall be authority for approving participation and sanction of funds required for participation.
- 4.1.4 The testing shall be carried out by the concerned testing section under the overall co-ordination of the Technical Manager. On completion of testing, the test data shall be sent to the organizing PT-Provider as per the instructions.
- 4.1.5 Based on the feedback from the organizing PT-Provider, appropriate corrective actions, where required shall be taken followed by verification by Laboratory In-Charge/Technical Manager. The results shall be communicated to accrediting Body (NABL).

Amendment No.00	Amendment Date :		
Prepared by	Reviewed & Recommended by	Approved By	Issued By
 Quality Manager  Deputy Quality Manager	 Deputy Technical Manager	 Technical Manager	 Quality Manager

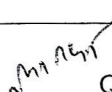
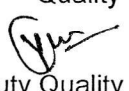
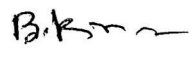

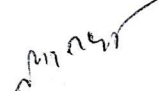
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4.2 Inter-laboratory Comparison Test Programme

- 4.2.1 The Laboratory Head and the Technical Manager shall identify the products/materials and test parameters for which inter-laboratory tests are to be carried out.
- 4.2.2 Programme shall be organized by CPCB for establishing reproducibility of the method under consideration. The Chairman/Member Secretary, CPCB has the authority for approving such programme and sanction of resources required.
- 4.2.3 After approval, the concerned laboratory shall be responsible for designing the experimental programme namely, number of samples to be tested, number of repeat tests to be carried out, number of participating laboratories and finally the test method to be followed in carrying out the test(s) and reporting the result (s).
- 4.2.4 The list of laboratories likely to participate shall be obtained from the list of Environmental laboratories recognized under the EPA, 1986, and other sister organisation. These laboratories shall be approached with a formal request for participation. In case where laboratory demands payment for testing, such payments shall be met out of CPCB funds.
- 4.2.5 The homogenized sample along with coded identity shall be sent to participating laboratories. As far as possible, it shall be ensured that all the laboratories communicate the result on an agreed date.
- 4.2.6 The results so obtained shall be statistically analysed by CPCB experts. In case the analysis points out the deficiencies in the proposed test method, these shall be considered. After amending the method, another round of inter-laboratory test shall be organised.
- 4.2.7 Such data shall be preserved as evidence for acceptance/approval for purpose of routine testing and shown to NABL when required.
- 4.2.8 Management review meetings shall consider the results of proficiency testing/ Inter Laboratory Comparison test and suggest further participation/ corrective actions for improving the reliability of the testing process.

5.0 RECORDS

All the records of proficiency testing/ Inter Laboratory Comparison test programme shall be maintained by the concerned laboratory staff

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