



LABORATORY QUALITY ASSURANCE PROCEDURE

1. PURPOSE AND SCOPE

Sastek Conformity Assessment Industry and Trade Inc. to ensure the assurance of the quality of the test results performed in the laboratory and to implement them effectively.

2. DEFINITIONS

Proficiency Testing: Evaluation of participant performance against predetermined criteria through inter-laboratory comparison.

In-Laboratory Comparison: Organising, performing and evaluating measurements or tests on the same or similar items in the same laboratory in accordance with predetermined conditions.

3. RESPONSIBILITY

Laboratory Manager

Laboratory Supervisor

4. APPLICATION

- The Laboratory Manager ensures that the data obtained are recorded in such a way as to show the progress and, where possible, to enable statistical methods to be applied in the review of the results.
- For all products in the scope, the test results are processed on the raw data form during the test. After the tests are completed, the raw data information obtained is filed and stored under the responsibility of the Laboratory Supervisor.
- The Laboratory Manager organises the relevant test instructions to ensure regular use of certified reference instruments and/or in-laboratory quality control using secondary reference instruments.
- The Laboratory Manager ensures participation in inter-laboratory comparison or proficiency tests programmes.
- The Laboratory Manager ensures that repeat measurements are made and recorded using the same methods.
- The Laboratory Manager ensures that the tests of the stored samples are re-performed and recorded.
- The Laboratory Manager ensures that the results of the different characteristics of a sample are correlated and recorded.
- The Laboratory Manager ensures that the methods selected are appropriate to the type and size of the work performed.