



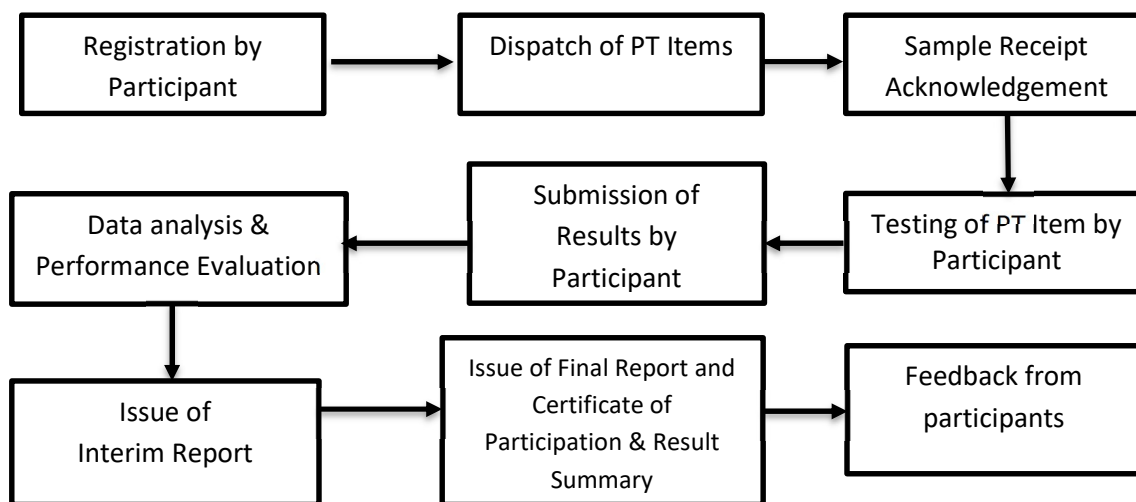
## Standard Operating Procedure (SOP) for Proficiency Testing Schemes and Terms & Conditions ( T & C ) for Proficiency Testing Schemes

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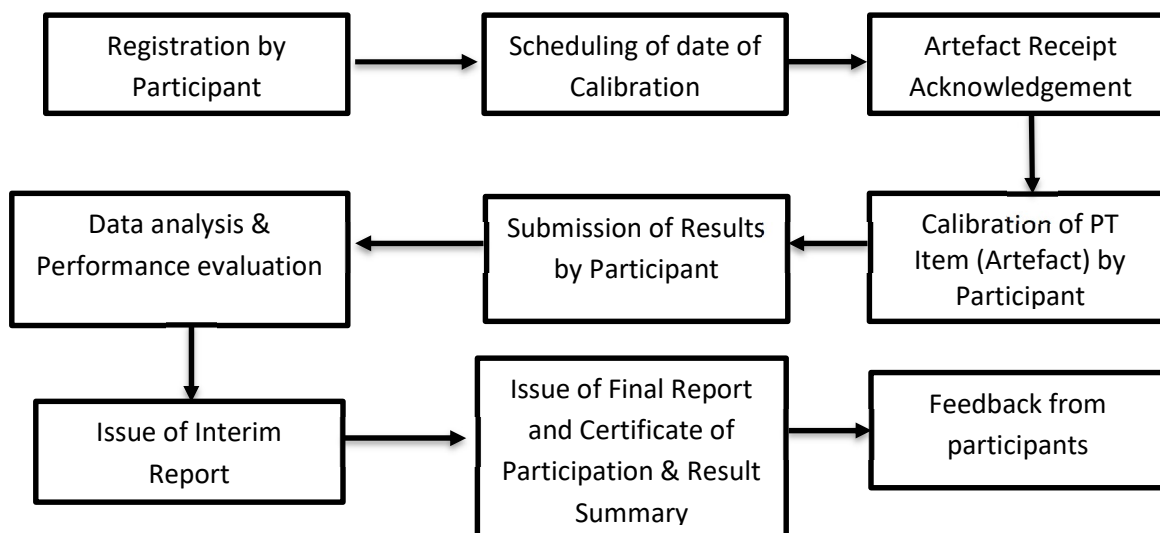
**Introduction:** Suviro Touchstones -PTD provides proficiency testing services to testing and calibration laboratories to help them gain competence and confidence in their results. Organization has adopted quality management system IS/ISO/IEC 17043:2010 to meet the competency requirement of Proficiency testing provider.

### Information on PT Scheme

A general flow chart for a **Testing PT Scheme** at ST-PTD



A general flow chart for a **Calibration PT Scheme** at ST-PTD



Registration is open to all interested participants - (Test/Calibration Laboratories/CABs/ R&D Organizations/ Educational institutes etc.) for all Launched / Proposed PT Schemes and implies acceptance to the **Terms & Conditions** of Suviro Touchstones – Proficiency Testing Division

## **Terms & Conditions**

- 1. Scope:** Suviro Touchstones – Proficiency Testing Division organizes Proficiency Testing by Interlaboratory comparisons to evaluate performance of participants for specific tests in accordance with IS/ISO/IEC 17043:2010 and ISO 13528:2015.
- 2. Subcontracted Activities:** Raw material testing and verification, machining, heat treatment, and homogeneity and stability testing of proficiency testing items has been subcontracted by Suviro Touchstones – Proficiency Testing Division.
- 3. Registration & Pre-Registration:** Registration is open for all launched PT Schemes till the last date for registration. All Proficiency Testing Schemes are launched at a frequency of six months to ensure sufficient number of participations is achieved. Interested participants can register online or through the Registration Form.
- 4. Scheduled Dates:** Dates of a Scheduled PT Scheme are tentative and may be postponed if sufficient number of participations is not met or due to any other reason.
- 5. Participation Fee:** Participation fee + GST for a proficiency testing scheme is as per the Price List.
- 6. Payment:** Payment in full is required from each participant within 30 days after registration in a PT programme. In case of non-payment of participation fee Suviro Touchstones – Proficiency Testing Division reserves the right to withhold issue of reports to participants.
- 7. Dispatch of Proficiency Test Items:** Proficiency Testing item – Artefact (in case of calibration) will be dispatched/offered for Testing / Calibration as per the scheduled date. In case of any delay/postpone of a schedule the participants will be informed. Participation fee includes Packaging and Shipping cost for Indian Participants.
- 8. Instructions & Result Sheet;** Participants are provided a instruction sheet and a result sheet along with PT Items/Artefacts. Participants shall follow instructions for testing/calibrating, and declare Test methods and results on the result sheet.
- 9. Reports and results:** A common Interim report and subsequently a Final Report having data analysis and evaluation of results along with Individual Certificate of Participation & Results Summary is issued to each participant. All reports are in “pdf” format and transmitted to participants via email to participants.
- 10. Impartiality & Confidentiality:** ST-PTD ensures impartiality and confidentiality (except with NABL India), practicing highest level of ethics. The identity of participants is kept confidential through a Lab coding system in the common Final Report issued to all participants and shared on its website.  
**Note:** Suviro Touchstones – Proficiency Testing Division shares full details of participations and performance evaluations of PT programme conducted by it with its accreditation body NABL-India. This includes details of participant’s Name results, and their performance evaluation in a PT Programme.
- 11. Collusion & falsification:** If collusion and falsification of results is suspected, Suviro Touchstones reserves the right to expel the participant’s results.
- 12. Cancellation:** Suviro Touchstones – proficiency Testing Division reserves the right to carry out alterations/corrections/revisions and to cancel the whole or part of any Proficiency Testing scheme or its results at any time with / without assigning any reason whatsoever.
- 13. Liability:** Total liability of Suviro Touchstones is limited to invoiced amount (participation fee) only.
- 14. Appeals & Complaints:** For any kind of appeals related to Proficiency Testing Item preparation, damage or loss of Proficiency Testing Item, homogeneity & stability of the Proficiency Testing Item or performance evaluation, the participant can contact us on [suvirotouchstones@gmail.com](mailto:suvirotouchstones@gmail.com), **Suviro Touchstones – Proficiency Testing Division** Plot No. 254 Sector 24, Faridabad – 121005, Haryana, India Mobile: +91 9310167947