NHS NEQAS
Excellence in Quality

# Monitoring EQA Performance

**EQA Program:**

**Round:**

A checklist similar to the below is extremely useful when investigating poor EQA Performance and may help you to determine the root cause and initiate corrective actions.

| Conditions | Yes | No | Comment |
|---|---|---|---|
| **Specimen Handling** | | | |
| ☐ Samples received in good condition | | | |
| ☐ Samples stored in proper condition as per IFU | | | |
| ☐ Refrigerator is functional with Proper Backup UPS and Temperature is periodically monitored | | | |
| ☐ Integrity of the sample is acceptable | | | |
| **Clerical** | | | |
| ☐ Correct result entered | | | |
| ☐ Correct use of decimal point and units | | | |
| ☐ Calculations, if any, performed correctly (even if automated) | | | |
| ☐ **Conversion factors / UNIT** applied to results before submission | | | |
| **Registration and Mean for Comparison** | | | |
| ☐ Selected correct method/instrument/reagent | | | |
| ☐ Changed method or instrument | | | |
| ☐ Peer Group changed due to the number of participants returning results e.g. from method to instrument | | | |
| **Internal Quality Control** | | | |
| ☐ % Deviation of IQC (at similar conc to that of EQA) on sample analysis date acceptable | | | |
| ☐ Any Shift in IQC in the periods just before and after EQA sample analysis | | | |
| ☐ Trends in IQC in the periods before and after EQA sample analysis | | | |
| ☐ Random IQC variation on sample analysis date | | | |
| ☐ Error due to imprecision; check IQC in terms of % Deviation compared to deviation observed in EQA | | | |
| ☐ IQC target correctly assigned | | | |
| ☐ IQC in use storage and stability | | | |
| **Calibration** | | | |
| ☐ Date of last calibration and was it acceptable. | | | |
| ☐ Calibration frequency acceptable | | | |
| ☐ Calibrator ready to use or require preparation; stability after preparation or opening of vial | | | |
| ☐ Calibrator Material correct value and Unit entered | | | |
| ☐ Calibrator Material is stored in recommended condition after preparation or opening of vial | | | |

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| Conditions | Yes | No | Comment |
|---|---|---|---|
| **Instrument** | | | |
| ☐ Daily maintenance performed on date of sample analysis | | | |
| ☐ Special maintenance performed prior to sample analysis | | | |
| ☐ Equipment is operated correctly | | | |
| ☐ Operator is fully trained regarding Equipment use and maintenance | | | |
| ☐ Preventive Maintenance as per manufacturer recommendation is perform periodically | | | |
| **Reagents** | | | |
| ☐ Reagents prepared and stored correctly | | | |
| ☐ Reagents within open vial stability | | | |
| **EQA sample** | | | |
| ☐ Initial value | | | |
| ☐ Re-run value | | | |
| ☐ All parameters affected (to the same extent) | | | |

## Summary Analysis

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## Corrective Actions

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**Lab Manager** _____ **Lab Director** _____

**Date** _____ **Date** _____