

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			
<input type="checkbox"/> Samples received in good condition			
<input type="checkbox"/> Samples stored in proper condition as per IFU			
<input type="checkbox"/> Refrigerator is functional with Proper Backup UPS and Temperature is periodically monitored			
<input type="checkbox"/> Integrity of the sample is acceptable			
Clerical			
<input type="checkbox"/> Correct result entered			
<input type="checkbox"/> Correct use of decimal point and units			
<input type="checkbox"/> Calculations, if any, performed correctly (even if automated)			
<input type="checkbox"/> Conversion factors / UNIT applied to results before submission			
Registration and Mean for Comparison			
<input type="checkbox"/> Selected correct method/instrument/reagent			
<input type="checkbox"/> Changed method or instrument			
<input type="checkbox"/> Peer Group changed due to the number of participants returning results e.g. from method to instrument			
Internal Quality Control			
<input type="checkbox"/> % Deviation of IQC (at similar conc to that of EQA) on sample analysis date acceptable			
<input type="checkbox"/> Any Shift in IQC in the periods just before and after EQA sample analysis			
<input type="checkbox"/> Trends in IQC in the periods before and after EQA sample analysis			
<input type="checkbox"/> Random IQC variation on sample analysis date			
<input type="checkbox"/> Error due to imprecision; check IQC in terms of % Deviation compared to deviation observed in EQA			
<input type="checkbox"/> IQC target correctly assigned			
<input type="checkbox"/> IQC in use storage and stability			
Calibration			
<input type="checkbox"/> Date of last calibration and was it acceptable.			
<input type="checkbox"/> Calibration frequency acceptable			
<input type="checkbox"/> Calibrator ready to use or require preparation; stability after preparation or opening of vial			
<input type="checkbox"/> Calibrator Material correct value and Unit entered			
<input type="checkbox"/> Calibrator Material is stored in recommended condition after preparation or opening of vial			

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Conditions	Yes	No	Comment
Instrument			
<input type="checkbox"/> Daily maintenance performed on date of sample analysis			
<input type="checkbox"/> Special maintenance performed prior to sample analysis			
<input type="checkbox"/> Equipment is operated correctly			
<input type="checkbox"/> Operator is fully trained regarding Equipment use and maintenance			
<input type="checkbox"/> Preventive Maintenance as per manufacturer recommendation is performed periodically			
Reagents			
<input type="checkbox"/> Reagents prepared and stored correctly			
<input type="checkbox"/> Reagents within an open vial stability			
EQA sample			
<input type="checkbox"/> Initial value			
<input type="checkbox"/> Re-run value			
<input type="checkbox"/> All parameters affected (to the same extent)			
Sample Transportation and Condition			
<input type="checkbox"/> Were the samples received with an ice pack?			
<input type="checkbox"/> Was the ice pack intact upon arrival?			
<input type="checkbox"/> If the ice pack was melted, what was the temperature upon receipt?			
<input type="checkbox"/> Were the samples transported within the recommended temperature range?			
<input type="checkbox"/> Was the time between dispatch and receipt of samples within the acceptable limit?			
<input type="checkbox"/> Were there any visible signs of sample leakage or damage during transit?			

Summary Analysis



Monitoring EQA Performance

EQA Program: _____

Round: _____

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Corrective Actions

Lab Manager _____
Date _____

Lab Director _____
Date _____