

## Re-Qualification

The qualification process starts with the ringtest participation. Together with the ringtest report each laboratory can download a qualification report. The laboratory passed for parameters highlighted in green (> 50% of the results are within the tolerable limits) and failed for parameters highlighted in red (< 50% of the results are within the tolerable limits). A special qualification procedure is foreseen for results below the quantification limit. For the red highlighted parameters a re-qualification is obligatory, if this parameter will be reported in monitoring files to PCC database within the period of validity of this ringtest.

### Only in case of re-qualification:

The re-qualification process should start as soon as possible after the ringtest. The laboratory has to try to identify the reason for the bad results. The quality check paper of the ICP Forests working group on QA/QC in laboratories could be helpful (see: <http://icp-forests.net/group/qualityinlaboratories/page/analytical-info> ).

Also reference samples for method validation from IRMM, NIST, FFCC or FSCC could be used.

In case there is not enough sample material left - the ringtest provider will send additional ringtest sample material, if it is stable enough. If the problem is fixed a detailed report should be sent to the ringtest provider. Please, always add the laboratory code number on your report.

### The report should contain:

- Results of the re-analyzed ringtest samples (please, use or download only the Excel form from your ringtest provider)
- Printouts from the instruments (calibration curves, calibration factors, measured results, date/time)
- Sample weights, dilution factors, moisture correction factors (if needed)
- Control charts
- Reason for failing the qualification
- Measures against this error in future

Additional documents can be ordered from the ringtest provider (e.g. detailed analytic procedure, instrumentation,..). The ringtest provider will check the submitted documents and will try to support your re-qualification and will finally update your online qualification report.

After submission of your re-qualification report and after ending of the requalification period an extra sample set will be submitted to check the effectiveness of measures against this error in future. For a successful re-qualification the laboratory had to analyze this set and find the correct values for this/these parameter/s.