**Instructions for Using the Template - Customer Template**

**For Toxicology Testing Laboratories:**

This template lists the clauses of UKAS Publication LAB 51 UKAS Accreditation of Laboratories Performing Analysis of Toxicology Samples. It is the responsibility of the Laboratory to identify any gaps between the requirements of LAB 51 and their current practice. The laboratory must then make and implement any required changes, for example, to their documented procedures, as is necessary to ensure compliance. Details of any changes/proposed changes to current systems should be recorded in this template and the completed template returned to Kimberley Brumpton (kimberley.brumpton@ukas.com) as an MS Word document by **02 August 2021**. A completed Declaration Form ([F572 LAB 51 Toxicology Requirements Declaration Form](https://www.ukas.com/wp-content/uploads/2021/06/F572-LAB-51-Toxicology-Requirements-Declaration-Form.docx)) should be sent to Kimberley Brumpton (kimberley.brumpton@ukas.com) no later than **31 August 2021** to confirm the full implementation of any required changes and thereby confirm compliance with LAB 51.

UKAS shall include assessment to the expectations detailed within LAB 51 in all relevant assessments from 01September 2021 and will initially use this completed and returned template for each organisation to aid their assessments.

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| **TO BE COMPLETED BY LABORATORY** | |
| **Organisation Name** |  |
| **UKAS Accreditation Number** |  |
| **Completed by** |  |
| **Date of Completion** |  |

| **LAB 51** | | **TO BE COMPLETED BY LABORATORY** |
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| **CLAUSE** | | **CHANGES MADE & DOCUMENTATION SUPPLIED** |
| **2.** | Facilities and environmental conditions |  |
| 2.1/2.2 | Environmental monitoring procedures | Comments: |
| 2.3 | Acceptance criteria for background contamination | Comments: |
| 2.4 | Monitoring of potential carryover | Comments: |
| **3.** | **Equipment** |  |
| 3.1-3.10 | Fitness for purpose – calibration | Comments: |
| 3.11-3.12 | System suitability | Comments: |
| **4.** | **Metrological traceability** |  |
| 4.1-4.3 | Independent traceability to SI unit for calibrator reference standards and Quality Control reference standards | Comments: |
| 4.4-4.5 | Introduction and acceptance of new reference standards | Comments: |
| **5.** | **Requests tenders and contracts** |  |
| 5.1 | Measurement uncertainty at critical concentrations and cut-off,  limit of detection/limit of quantification,  decision rules | Comments: |
| 5.2 | Transport and storage requirements | Comments: |
| 5.3 | Instrumental and resource planning | Comments: |
| **6.** | **Selection, verification and validation of methods** |  |
| 6.1-6.5 | Suitability of methodology and validation/verification plans | Comments: |
| 6.6-6.8 | Validation protocol – design and implementation | Comments: |
| 6.9-6.11 | Validation report and authorisation of fitness for purpose | Comments: |
| **7.** | **Handling of test items** |  |
| 7.1-7.2 | Storage suitability | Comments: |
| 7.2-7.3 | Storage trials | Comments: |
| **8.** | **Technical records and control of data - information management** |  |
| 8.1-8.4 | Record keeping; storage; data integrity | Comments: |
| **9.** | **Measurement uncertainty** |  |
| 9.1-9.3 | Initial calculation at all critical concentrations and cut-off concentrations in all matrices | Comments: |
| 9.4 | Procedure/process for on-going measurement uncertainty | Comments: |
| **10.** | **Ensuring the validity of results** |  |
| 10.1-10.11 | IQC design, review and on-going trending process and procedures | Comments: |
| 10.12-10.16 | EQA proficiency testing design, review and on-going trending process and procedures | Comments: |
| **11.** | **Reporting test results** |  |
| 11.1-11.2 | Review and authorisation of test results | Comments: |
| 11.3-11.5 | Statements of conformity and decision rules | Comments: |
| 11.6 | Sample result deviations | Comments: |
| 11.7-11.8 | Dilution and result format | Comments: |