Planning an EQA Scheme

The following list ("Minimum requirement list") has been prepared by the IFCC Committee on Analytical Quality to assist countries to plan and design an external quality assurance scheme. The C-AQ can provide assistance in this area. Contact details can be found at http://www.ifcc.org/ifcc-education-division/emd-

Organisation	**Responsible organisation**	
	Name of EQA Scheme	
	Managerial Staff	
	Technical Staff	
	Administrative Staff	
	Accommodation	
	Laboratory Space	
	Equipment Required	
	Participation costs	
Planning	**What discipline/s?**	
	What measurands (analytes)?	
	How many participants?	
	What frequency of testing?	
Material	**What is the specimen matrix (eg human serum, urine)?**	
	What is the specimen type (eg fresh frozen, lyophilised)?	
	How will the material be sourced?	
	What concentration ranges?	
	Volume?	
	Reference values?	
	Homogeneity & Stability	
	Vials & labels	
	Specimen Packaging	
Paperwork	**Design & print paperwork**	
	Instructions for participants	
	Set closing dates	
Results	**Electronic or paper result submission**	
	Database	
	Statistical design	
	Acceptance limits	
	Criteria for evaluation	
Reports	**Design report**	
	Paper or electronic	
Quality System	**Document all aspects**	
Recommendation	**Accreditation to ISO/IEC 17043:2010 in the long term**	