

# Process Flow of NML's Proficiency Testing Program

## Application

- Interested participants need to fill-out PT Application Form and email it to [ptilc@nml.gov.ph](mailto:ptilc@nml.gov.ph) | [pticl.nml@gmail.com](mailto:pticl.nml@gmail.com) or send it via facsimile at (02) 837 2071 loc. 2272.
- Participants shall be notified via email within 7 days upon receipt of application and they shall receive the draft protocol of the specific PT.

## Registration

- Participants are required to fill-out the Technical Services Request form (attached in the protocol) and submit it to the Receiving and Releasing Unit (RRU) of NML located at DOST compound, Gen. Santos Ave., Bicutan, Taguig City and pay the PT participation fee in full .

## Preparatory Workshop

- Participants are encouraged to attend the preparatory workshop to insure preparedness in carrying out the PT. The draft protocol shall be discussed by NML and comments/suggestions from the participants which are essential shall be integrated in the Final Protocol.

## Conduct of PT

- Each participating laboratory shall be assigned with a schedule/period for measurement.
- Participants shall submit their measurement results within 7 days after their assigned period of measurement.

## Review of Interim Report

- Interim report shall be provided by NML 7 days upon the receipt of the measurement results from the participating laboratory via email.
- Participants shall review and give comments within 7 days upon the receipt of the interim report.

## Review of Draft Report

- Once all the participants are finished in measurement and all comments of the interim reports are retrieved, a draft report of the PT shall be prepared by NML and shall be disseminated to all the participants for review and clarifications.

## Acceptance of Final Report

- The Final report of the PT shall be prepared by NML as soon as the draft is accepted by all the participants. Electronic copies shall be forwarded in advance to the participants via email.

## Concluding Workshop

- Closing workshop shall be conducted and printed official copies of the PT report will be distributed during the workshop.
- Participating laboratories who can not attend the closing workshop shall be receiving their official copies through a courier.

## Publication of PT Report

- The final PT report shall be published in the NML website and shall be available for public viewing and downloading but giving due consideration to confidentiality of the identity of the participants.