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FACTSHEET 08 – Withdrawing / re-instatement of a laboratory whilst participating in an EQA scheme

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CROSS REFERENCES

- None

SCOPE

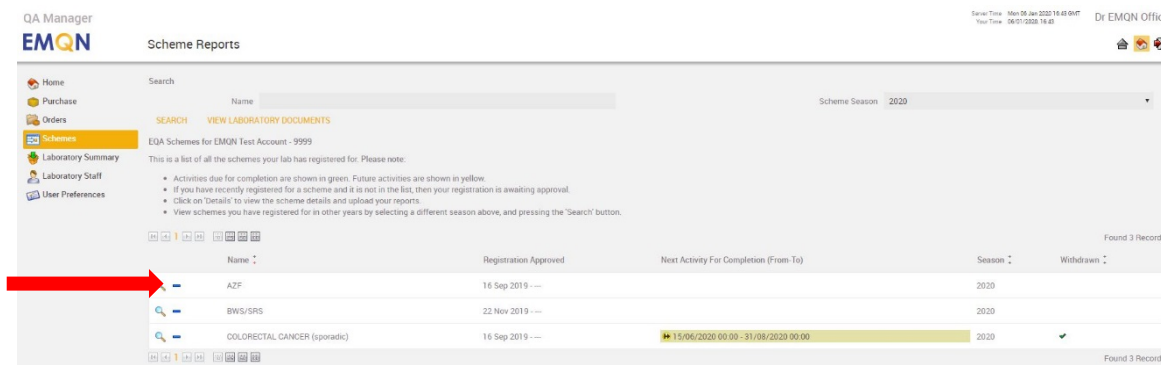
A laboratory may withdraw from an EQA scheme for many reasons; most commonly due to technical failure of a test. This factsheet has been written as a guide to help EMQN members manage withdrawing from participating in an EQA scheme. If the reason for withdrawal is resolved by the laboratory then they may re-instate themselves into the scheme. There is no limit on the number of times a laboratory can change their decision but **note that the deadline for notifying EMQN is the EQA results submission date/time (as defined in the scheme instructions and/or on the EMQN website).**

Laboratories which have not notified EMQN of their intentions to withdraw from a scheme may be subject to classification as a Poor Performer due to non-participation. Therefore, all laboratories are encouraged to make this decision BEFORE the results submission deadline.

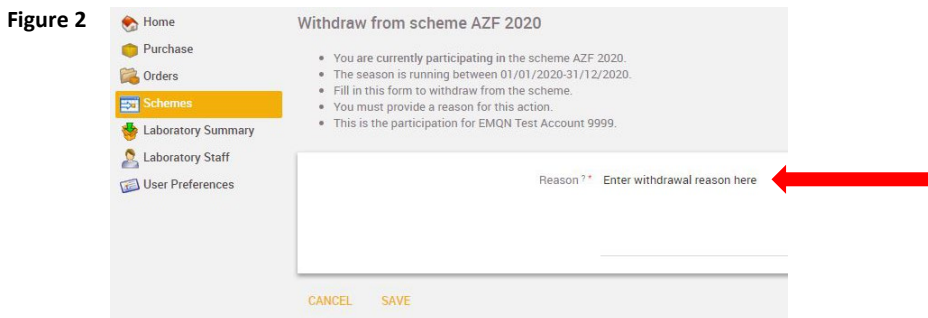
INSTRUCTIONS – WITHDRAWING FROM AN EQA SCHEME PARTICIPATION

1. Go to the EMQN website (www.emqn.org)
2. Click on “Schemes” menu button.
3. Click on blue menu bar next to the scheme from which you want to withdraw (Figure 1).

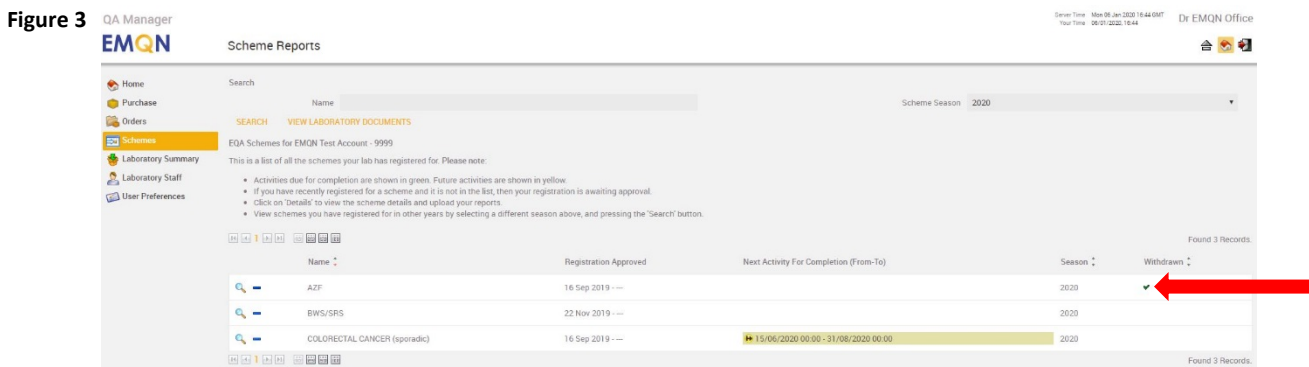
Figure 1



- Provide a reason for withdrawing from the scheme (Figure 2). Please try to ensure that your explanation gives sufficient information for the EMQN team to understand why you will not be submitting results. Press “Save” to return back to the main scheme menu page.

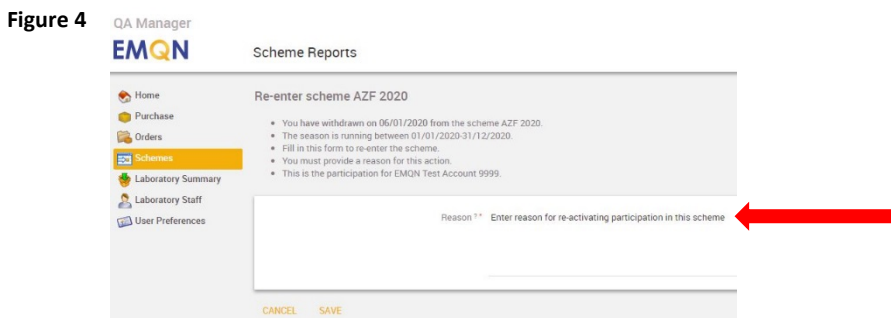


- Your withdrawal from the scheme is shown by a green tick (Figure 3)



INSTRUCTIONS – RE-INSTATING AN EQA SCHEME PARTICIPATION

- Go to the EMQN website (www.emqn.org)
- Click on “Schemes” menu button.
- Click on blue menu bar next to the scheme for which you want to reinstate participation
- Provide a reason for reinstating your participation in the scheme (Figure 4). Press “Save” to return back to the main scheme menu page.



- The green tick is no longer visible confirming that you have been reinstated in the scheme (Figure 5)

