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FACTSHEET 08 – WITHDRAWAL / RE-INSTATEMENT OF A LABORATORY DURING PARTICIPATION OF AN EQA SCHEME

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CROSS REFERENCES

- None

SCOPE

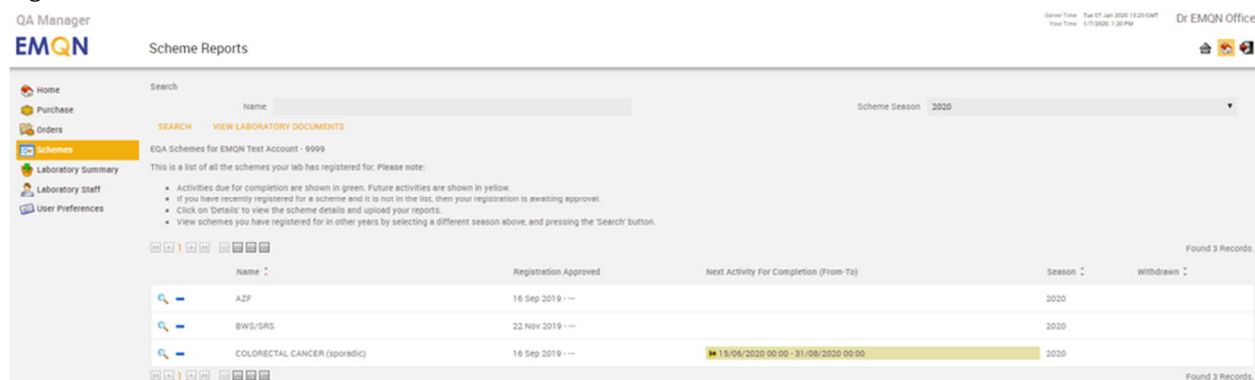
A laboratory may decide to withdraw from an EQA scheme for many reasons; this factsheet has been written as a guide to help EMQN members withdraw from participation of an EQA scheme. N.B. If the reason for withdrawal is resolved by the laboratory, then they may re-instate themselves into the scheme. There is no limit on the number of times a laboratory can change their decision but **note that the final deadline for notifying EMQN of withdrawal is that scheme's result submission deadline (as defined in the Scheme Instructions and/or on the EMQN website).**

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

1. Instructions – Withdrawing from an EQA scheme participation

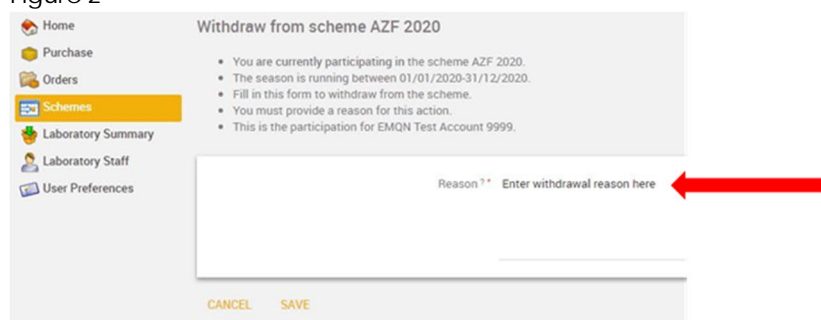
1. Go to the EMQN website (www.emqn.org) and log into your account.
2. Click on “Schemes” menu button.
3. Click on blue menu bar next to the scheme from which you want to withdraw (Figure 1).

Figure 1



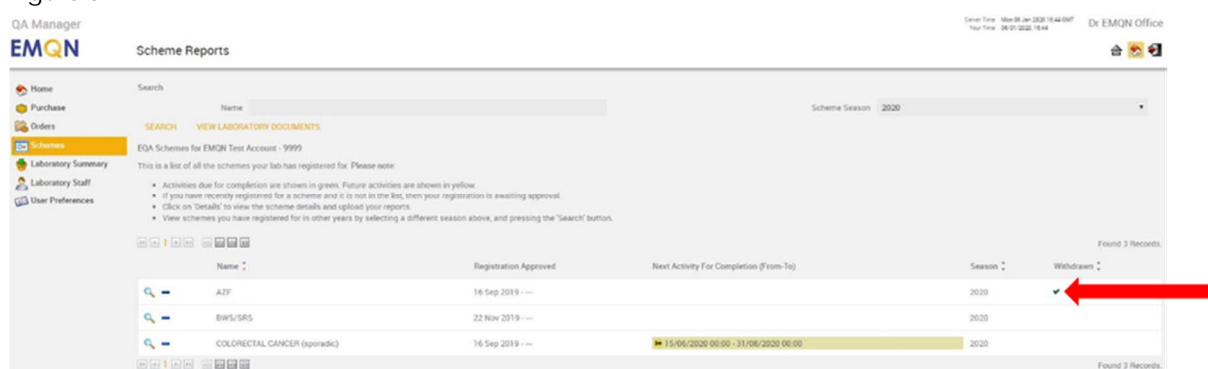
4. A new window will open. Provide a reason for withdrawing from the scheme (Figure 2). Please try to ensure that your explanation gives sufficient information for the EMQN team to understand why you will not be submitting results.

Figure 2



5. You must press "Save" to confirm withdrawal and return back to the main scheme menu page. If you do not complete this step, your withdrawal will not take effect.
6. Confirmation of your withdrawal from the scheme is shown by a green tick (Figure 3).

Figure 3



2. [Instructions – Re-instating an EQA scheme participation](#)

1. Go to the EMQN website (www.emqn.org) and log into your account.
2. Click on "Schemes" menu button.
3. Click on blue menu bar next to the scheme for which you want to reinstate participation.
4. A new window will open. Provide a reason for reinstating your participation in the scheme (Figure 4).

Figure 4

QA Manager
EMQN

Scheme Reports

Re-enter scheme AZF 2020

- You have withdrawn on 06/01/2020 from the scheme AZF 2020.
- The season is running between 01/01/2020-31/12/2020.
- Fill in this form to re-enter the scheme.
- You must provide a reason for this action.
- This is the participation for EMQN Test Account 9999.

Reason ** Enter reason for re-activating participation in this scheme

CANCEL SAVE

- Press “Save” to confirm reinstatement and return back to the main scheme menu page. If you do not complete this step, your reinstatement will not take effect.
- The green tick is no longer visible confirming that you have been reinstated in the scheme (Figure 5).

Figure 5

QA Manager
EMQN

Scheme Reports

Search

NAME

Scheme Season: 2020

SEARCH VIEW LABORATORY DOCUMENTS

EQA Schemes for EMQN Test Account - 9999

This is a list of all the schemes your lab has registered for. Please note:

- Activities due for completion are shown in green. Future activities are shown in yellow.
- If you have recently registered for a scheme and it is not in the list, then your registration is awaiting approval.
- Click on 'Details' to view the scheme details and upload your reports.
- View schemes you have registered for in other years by selecting a different season above, and pressing the 'Search' button.

Name	Registration Approved	Next Activity For Completion (From To)	Season	Withdrawn
AZF	16 Sep 2019 - ...		2020	
BWS/SPS	22 Nov 2019 - ...		2020	
COLORRECTAL CANCER (sporadic)	16 Sep 2019 - ...	15/06/2020 00:00 - 31/05/2020 00:00	2020	

Found 3 Records

END