

Procedure

Withdrawal from an EQA is considered to be “late” when it is either

1. Closer than 2 weeks to the start date of the EQA in question, or
2. After the start of an EQA.

A laboratory is free to withdraw at a late stage from any EQA they are registered for. There is no refund of the administrative fee. A refund payment is only paid in the following cases:

1. Events beyond their control (e.g. damage to laboratory)
2. Test no longer offered.

In all other cases payment will not be refunded but on the QA Manager the reason for non-compliance will be registered under the specific EQA from which the laboratory has withdrawn without incurring a Poor Performance. The laboratory will still have access to all the completed summary letters/documents for this EQA except their ILR will state withdrawn.

Once the EQA has started, laboratories can withdraw for the following reasons without incurring a Poor Performance:

1. Events beyond their control (e.g. damage to laboratory)

In all other cases a withdrawal at that stage will result in a Poor Performance.

No refund will be made for any withdrawal, for whatever reason, after the start of an EQA.