Template for EQA schemes' annual reports to NQAAPs

Reports should be sent by email to all panel members. The report should arrive no later than 1 month before the annual meeting.

1. Scheme director:

2. Manager:

3. Location:

4. Executive summary

5. What are the National Quality Assurance Advisory Panel's (NQAAP's) comments on the previous report and what actions have been taken?

6. What is the scope of the report (the period covered to be the preceding calendar year or since the last NQAAP meeting)?

7. Please provide background information, including a summary of:

- scheme activities for past year

- accreditation status/summary of UKAS inspection visit(s)

- achievement of scheme performance targets.

8. Please provide a summary of surveys distributed/covered by review period, including:

- numbers and types of participants (compare with previous year)

- specimens/cases distributed

- major developments/changes to rules

- description of assay performance indicators and how these are used to generate performance scores.

9. Please summarise UK persistent poor performers (using the situation, background, assessment, recommendation [SBAR] format).

[ ]

9.1 Please provide total numbers and breakdown by laboratory type/methodology etc., as appropriate.

[ ]

9.2 What actions have been taken and responses given? (Please cross reference interim reports included as appendices.)

[ ]

9.3 What are the outstanding performance problems and concerns?

[ ]

10. What are the scheme objectives/developments for the coming year?

11. How is staffing structured?

- Please include an organisational chart showing internal staffing structure and links to external organisations.

12. Please provide details of participant feedback/satisfaction surveys etc.

13. Please provide details of the annual user meeting (programme/attendance etc).

14. Please provide relevant appendices to support the above including:

- interim reports already submitted to NQAAP

- membership of steering committees and specialist advisory groups

- meeting dates for steering committees and specialist advisory groups.

15. What are the key issues and risks?

16. What are the learning points for sharing?

17. What escalations need to be made?