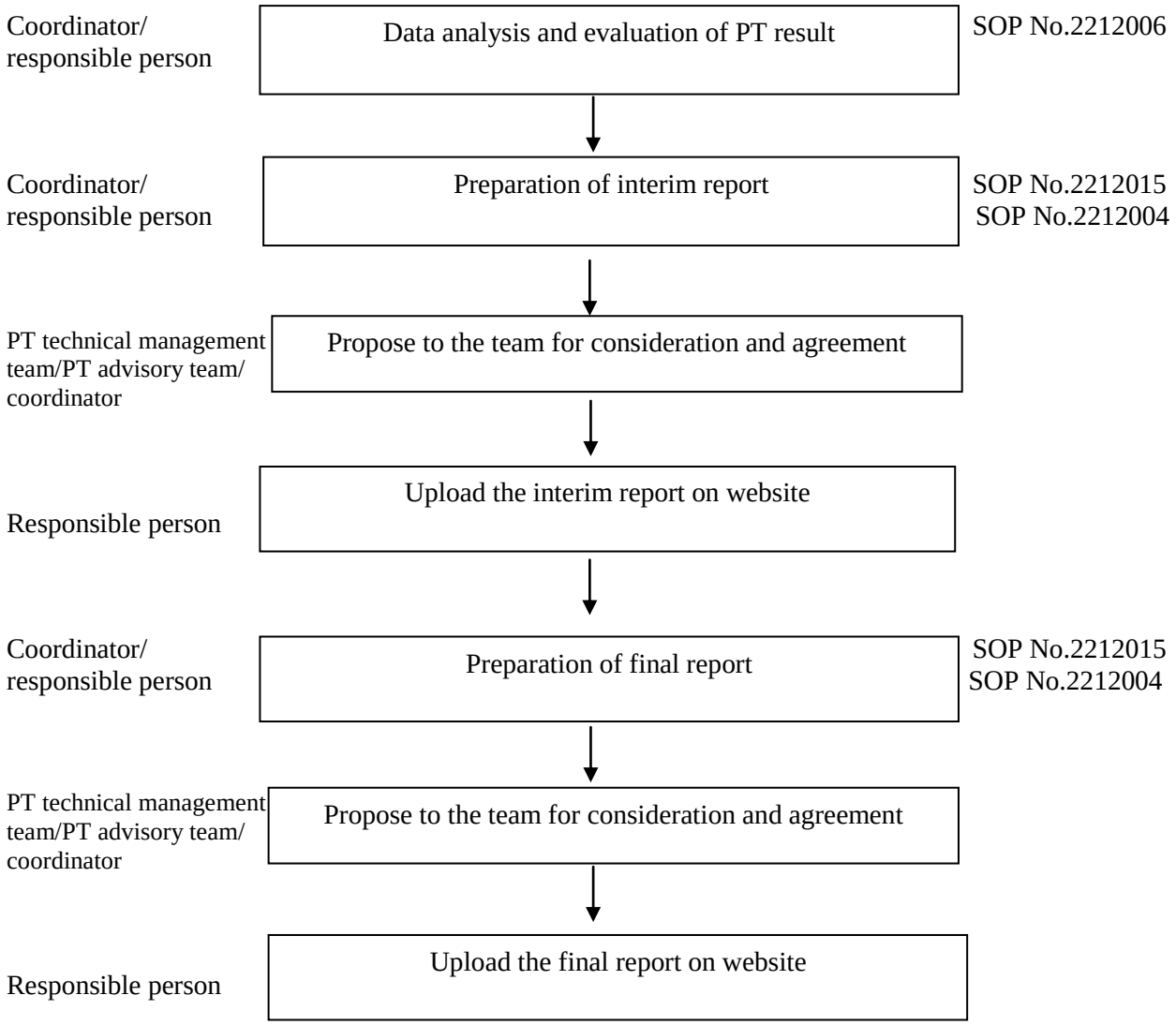
Flow chart of Proficiency testing procedure

Responsible person	Activities	Related document
Coordinator	Prepare operation plan, design of PT scheme and PT protocol	SOP No.2212016
PT technical management team/PT advisory team/ coordinator	Propose to the meeting for the agreement	
BDN Director	Approval of the plan	
Responsible person	Registration and fee payment	
Coordinator/ responsible person	Procurement of PT sample	
Coordinator/ responsible person	Preparation and packing of PT sample	SOP No.2212026
Coordinator/ responsible person	Testing for the homogeneity and stability of PT sample	SOP No.2212019 SOP No.2212018
Responsible person	Distribution of PT sample	
Responsible person	Collection of result	
Coordinator/ responsible person	Assignment of assigned value and standard deviation for proficiency testing assessment	SOP No.2212017


Coordinator/ responsible person
Data analysis and evaluation of PT result
SOP No.2212006
Coordinator/ responsible person
Preparation of interim report
SOP No.2212015
SOP No.2212004
PT technical management team/PT advisory team/ coordinator
Propose to the team for consideration and agreement
Responsible person
Upload the interim report on website
Coordinator/ responsible person
Preparation of final report
SOP No.2212015
SOP No.2212004
PT technical management team/PT advisory team/ coordinator
Propose to the team for consideration and agreement
Responsible person
Upload the final report on website