Jacob Proficiency Testing Provider Services-Sole Proprietorship LLC

PERSONNEL RECORDS

HIRE DATE		**EMPLOYEE NO.**	
EMPLOYEE NAME	Krizna Gail Gumana- Joquiño		
JOB TITLE	Business Development Manager		

C O N T E N T S

- EMPLOYEE CURRENT STATUS DETAILS
- ORIENTATION RECORDS (Quality/ Safety / Housekeeping/etc.)
- CONFIDENTIALITY / IMPARTIALITY / UNDUE PRESSURE STATEMENT
- EDUCATIONAL ATTAINMENT
- CURRICULUM VITAE (CV)
- TRAINING RECORDS
- ASSESSMENT REPORTS
- OTHER RELATED DOCUMENTS



Specimen Signatory:

Initial	K.G.J
Full Signature	

Personnel Record Checklist

Employee Name: Krizna Gail Gumana- Joquiño
Department / Position: Business Development Manager

Employee No.
File No.

SR NO.	DESCRIPTION	YES	NO	Remarks
1	Employee's Record	✓		
2	2 x 2 picture	✓		
3	Visa Copy	✓		
4	Passport Copy	✓		
5	Offer Letter	✓		
6	Emirates ID	✓		
7	Joining Date Form	✓		
8	Qualification Certificates / Diploma	✓		
9	Training/Employment Certificate			
10	CV	✓		
11	Confidentiality, Impartiality and Undue Pressure Statement	✓		
12	Job Description	✓		
13	Quality Induction	✓		
14	Safety Induction	✓		

Comments:

Employee Signature:
Date: 19.02.2024

Checked By:
Date:

JACOB PROFICIENCY

EMPLOYEE'S RECORD

1. PERSONAL DATA		
NAME	:	Krizna Gail Gumana Joquiño
DESIGNATION	:	Business Development Manager
DATE HIRED	:	
DATE & PLACE OF BIRTH	:	October 04, 1991, Philippines
NATIONALITY	:	Filipino
MARITAL STATUS	:	Married
PASSPORT NO.	:	P2084530C
PERMANENT ADDRESS	:	Unit 410, Finland Bldg. Kassel Residences, Brgy. Moonwalk Parañaque City
UAE ADDRESS	:	Door 201, 350 Building, Shabiya 10, Abu Dhabi City
CONTACT NO.	:	+971 50 754 6734

2. EDUCATIONAL ATTAINMENT

Bachelor of Science in Information Technology (Major in Programming & Statistics)

3. OTHER COURSES COMPLETED/ANY OTHER ACHIEVEMENTS

4. PREVIOUS EXPERIENCE

2024-2023 (Data Encoder) International Soil Testing Laboratory
2021-2022 (Assistant Secretary cum Personal Assistant)
2021-2022 (Quality Assurance Officer) SMDC Philippines
2021-2016 (Operations Manager) DK Foundation
2016-2013 (Data Analyst) Harvard Security

DATE: 19.02.2024

SIGNATURE: 

DUTY JOINING FORM

Name of Employee	Krizna Gail Gumana	Designation	Business Development Manager
Nationality	Filipino	Passport No	P2084530C
Date of Leave starts		Date of Leave Complete	
Agreed Days of Leave		Actual Days of Leave	
Excess in Leave Days		Date of Joining	19-02-2024
Type of Leave		Passport Retention with Company	
Reason Excess in Leave			

Signatory of the Employee

HR Officer Response:

Signature

General Manager Response:

Signature

Confidentiality and Impartiality Agreement

1.0 Confidentiality Agreement

As an employee of **Jacob Proficiency,** I hereby abide by the confidentiality rules of the company as listed below:

1.1 Confidential matters related to participants' result/assign value for the particular proficiency testing scheme as well as name of other participants, etc., will be made strictly confidential.

1.2 I will not disclose any matters related to company activities to the outsider.

1.3 I will ensure that this will be strictly followed and will not be disclosed even after leaving the job from the company.

1.4 I will follow the rules and regulations of the Organization on day-to-day basis.

1.5 I will not carry any PT results of the participant for the particular proficiency testing scheme to home for any work.

1.6 I will not show any interest in knowing the name of participants as well as their results related to proficiency testing scheme.

1.7 I will not carry any documents to home for my personal work / purpose.

1.8 I will not participate in any activities, which reduce my competence such as:

- Excessive overwork
- Breaking law like use of alcohol or any such things
- Working against documented procedures and policies

1.9 I will maintain all records, as per the category classified and will not take any interest in review of confidential, secret and top secrete records / documents of the company.

1.10 I will maintain confidentiality of proficiency test items as well as relevant records by providing the unique identification no. right from receipt till its distribution to the participants.

I have read the above confidentiality rules of the Company and will follow the same in day-to-day activities.

Signature		Designation	Business Development Manager
Name of employee	Krizna Gail G. Joquiño	Date	19-02-2024

Confidentiality and Impartiality Agreement

2.0 Impartiality agreement

2.1 I will ensure that, in all my dealings with corporate customer or participants or other personnel will remain impartial.

2.2 I will not pass on the PT results to corporate customer or participants or other personnel without formal approval by authorized person.

2.3 I will not have (and will not form) any relationships with the personnel of PT item producer as well as personnel engaged in homogeneity assessment, who offer services that can be construed as having an impact on the proficiency testing activities performed by me.

2.4 I will declare any proposed relationship between the employees as well as with any other and will undergo a risk assessment for Impartiality prior to that relationship being formalized.

2.5 I have already declared my current and past relationships with all external providers as well as contractors and subcontractors, if any. I declare that whatever has been instructed is true and correct. Organization may take legal actions on me, if any of information provided is found wrong later on.

2.6 I hereby declare that I have not been associated with any of the customer or other of organization, where there are chances of potential conflict of interest.

2.7 I hereby declare that if any of the conflict of interest is found in my work then Technical Manager and PT Coordinator can take strict action on me to maintain impartiality in the proficiency testing activities.

2.8 I will not offer any commission, ('finders fees' or other inducements) to any individual or organization in respect of referrals of any types of services required in proficiency testing activities unless:

1. The terms and conditions of any such referral are clearly established and can be demonstrated and it can also be demonstrated that the fee is for a referral and the fact that a commission has been paid will in no way effect the outcome of proficiency testing activities.
2. A risk assessment (to establish the potential for an unacceptable threat to impartiality) has been carried–out on the process through which any such payment is made to an individual or organisation (normally a consultant) requesting the commission for referrals.
3. All such payments are documented, recorded, and traceable and accompanied by a purchase order and invoice.

2.9 I will adhere to all policies of organization.

2.10 I will not carry–out any other conflicting services other than core business of proficiency testing activities, such as testing.

2.11 I will not carry–out any financial transactions with contractors and subcontractors.

2.12 I will not accept any gifts from any of the external providers as well as contractors and subcontractors to maintain impartiality.

Signature		Designation	Business Development Manager
Name of employee	Krizna Gail G. Joquiño	Date	19-02-2024

Confidentiality and Impartiality Agreement

3.0 Secrecy rules

3.1 I will not allow any outsiders to enter in testing area. If any representative from customer or other comes to Proficiency testing activities for handing over the PT item or equipment or collection of PT report / equipment / PT item, then he is instructed to seat in reception area.

3.2 I will allow outsider to visit our proficiency testing activities only after permission from the Technical Manager and PT Coordinator and then he will be escorted during his visit.

3.3 I will not collect any documents (such as PT reports, Calibration Certificate, Raw data sheet etc.) to home for any types of work.

3.4 I will not show any interest in changing the password or identifying the password of other. I will use the computer or laptop allotted to me only and will not use computer or laptop of other. also, I will never disclose my password to anyone.

I have read all the above requirements related to confidentiality, impartiality and secrecy related requirements and I will follow the same during my day-to-day work.

Signature		Designation	Business Development Manager
Name of employee	Krizna Gail G. Joquiño	Date	19-02-2024

JACOB PROFICIENCY

JACOB PROFICIENCY
TESTING PROVIDER SERVICES

PRIVATE AND CONFIDENTIAL

Ref No: JPTPS/HR/OL/24/015

Date: Feb 19, 2024

To,
Krizna Gail Gumana Joaquino
Nationality: Filipino
Abu Dhabi, UAE

Subject: **Offer Letter**

Dear Krizna Gail Gumana Joaquino,

Further to your application and subsequent interview, we are pleased to offer you a position of **Business Development Manager** in **Jacob Proficiency Testing Provider Services LLC**, based in Abu Dhabi, UAE.

Your Salary at the time of commencement of your services will be **7,500 AED** (Dirham Seven Thousand Five Hundred only per month). AED 6,000 basic and AED 1,500 other allowance. In addition, you will be eligible for allowances / benefits as per UAE laws.

For reference and record, a Job Description may be developed by the company and provided to you along with the Appointment Letter. Such Job Description shall be subject to revision from time to time. The Appointment Letter will be given at the time of joining.

You are requested to sign the duplicate copy of the Offer Letter as a token of your acceptance and return it to undersigned.

We are looking forward to welcome you on board and your association with our Company.

Regards,

Mr Jacob Joy
Managing Director
Jacob Proficiency Testing Provider Service-Sole Proprietorship LLC

JACOB PROFICIENCY

JOB DESCRIPTION FORM

Position Title	**: Business Development Manager**
Department	**: Business Development Department**
Position Reports to	**: Quality Manager**
Position Supervised	**: Quality Manager**
Title of Replacement if Absent	**: Quality Manager**
Employment Status	**: Full-Time**
Regular Working Hours	**: 48 / Week**
Location	**: Abu Dhabi, United Arab Emirates**

General Summary

Representing the PT laboratory on all aspects of PT technical issues. Responsible for all technical matters within the laboratory, field testing operations and technical procedures.

Responsibilities

- To assist the Business Development Manager in identifying and approaching potential participants for proficiency testing schemes.
- To carry out routine marketing and promotional activities as per the approved plan and ensure they align with the organization's impartiality and confidentiality policies.
- To maintain updated records of participant communications, inquiries, and registrations.
- To support in preparing quotations, proposals, and participation agreements under the guidance of the Business Development Manager.
- To provide timely information to participants regarding scheme details, schedules, and participation requirements.
- To collect customer feedback on PT schemes and report it to the Business Development Manager and Quality Manager for review.
- To assist in maintaining the accuracy of all business-related documents, brochures, and promotional materials.
- To follow up with participants regarding registration, fee payment, and documentation.
- To promptly communicate any client complaints or disputes related to business matters to the Business Development Manager and Quality Manager.
- To support the development of new PT schemes by gathering market intelligence and participant requirements.
- To contribute to the organization's continual improvement initiatives by reporting potential risks, opportunities, and observations.
- To ensure all business development activities are carried out without compromising impartiality, confidentiality, or compliance with ISO 17043:2023.

Authorities

- To communicate directly with participants regarding routine business and registration matters.
- To recommend improvements in communication methods, promotional activities, and participant engagement strategies.
- To stop or withhold business-related activities if they risk breaching impartiality or confidentiality.
- To escalate unresolved participant issues or complaints to the Business Development Manager.
- To provide input to management reviews regarding participant trends, customer satisfaction, and business opportunities.

Education and Related Work Experience

- MBA / Masters in Science/Engineering OR Bachelor's degree with marketing background
- 5 years (with 3 years in business development/marketing in testing services)
- Market analysis & strategy;
- Client relations;
- ISO/IEC 17043 awareness;
- Promotional compliance;
- Customer satisfaction monitoring

JACOB
PROFICIENCY

JOB DESCRIPTION FORM

Conditions

This Job Description and Qualifications are Subject to periodic review and may be changed by the appropriate authorized person at any time. The above declarations are not intended to be an all-inclusive list of the duties and responsibilities of the job described, nor are they intended to be such a listing of the skills and abilities required to do the job. Rather, they are not intended only to describe the general nature of the job.

Acknowledgement

I have read, understand and agree on the above requirements in this job description

Employee Name	Date	Signature
Krizna Gail Gumana Joaquino	**19.02.2024**	

Joining Date: 19.02.2024

QUALITY INDUCTION TRAINING

In order to maintain required standard of quality at the working place, you are expected to abide by our basic instruction at all times within our testing premises. Find below basic quality induction checklist;

1. All workers must aware of the following
    - Quality Policy, Job Description, General Introduction on ISO/IEC 17043: 2023.

Operation System ***(****including verification of sample on receipt up to disposal)*

2. Forms and Procedures
3. Information's required for testing received before prior to start and filled properly.
4. Time schedule for testing and reporting.
5. Traceability of sample is maintained through the system.
6. Testing as per the appropriate international standard.
7. Sample Storage, retention of sample for certain period and disposal of the sample.

PT Staff

8. Make sure PT staff is authorized to perform the task.
9. Appropriate training is arranged before the task and records is available.

Others

10. Good House Keeping and safety at the PT testing location.
11. Reporting procedure



Signed by Quality Manager

19-02-2024

Date



Signed by Employee

19-02-2024

Date

FIRST DAY SAFETY INSTRUCTION

In order to maintain required standard of safety at the site, you are expected to abide by our basic safety rules at all times within our site. Find below basic safety rules must be remembered and completed:

1. All workers must use safety helmet, safety vest, safety shoes at all times working at site. Other protective equipment must be worn correctly as and when necessary.

2. All workers must follow instruction of their respected Manager.

3. All workers must refrain from smoking whilst working. Smoking is allowed at designated area only.

4. All workers must participate in the daily housekeeping so as to maintain PT laboratory cleanliness at all time.

5. All workers must strictly abide to and comply with all existing safety rules and requirement of the company and local authority.

6. All workers will report any hazardous conditions or unsafe acts to the supervisor.

7. All workers must report any accident or dangerous occurrence without delay to his supervisor for necessary action.

8. All workers must understand the need to conserve the environment and to follow instructions necessary to ensure the same.

9. All workers must be responsible for taking reasonable care for health and safety of oneself and of others who may be affected by what he does or fails to do at work.



Signed by Quality Manager

19-02-2024
Date



Signed by Employee

19-02-2024
Date

Krizna Gail Gumana Joaquino

Door 201, 350 Building, Shabiya 10, Abu Dhabi City, Abu Dhabi
United Arab Emirates

Mobile Number – +971 50 754 6734
E-mail Address • **Kriznagailj@gmail.com**



PERSONAL & WORK EXPERIENCE

Qualification
Bachelor of Science in Information Technology
(Major in Programming & Statistics) **2012-2015**
AMA-CLC Taguig City

Job Title: ***Business Development Manager*** ***February 2024 – Present***
Jacob Proficiency Testing Services

Basic Function

- Identify and target laboratories, regulatory bodies, and industries that require proficiency testing for accreditation or quality control (e.g. ISO/IEC 17025).
- Understand the specific PT needs of sectors such as Construction Materials, Engineering, environmental Monitoring, food, and Water (Microbiological & Chemical) Oil, Calibration, NDT, Cosmetics, and more.
- Engage with lab managers, QA officers, and accreditation bodies.
- Provide consultation on how PT programs meet regulatory and accreditation requirements.
- Prepare tailored proposals based on testing scope, sample types, and reporting needs.
- Negotiate pricing, contracts, and long-term agreements.
- Work with technical teams to help design or improve PT schemes based on market demands or regulatory updates.
- Monitor competing PT providers and stay updated on regulatory changes (e.g., ISO standards, ILAC policies).
- Identify gaps in the market and recommend service enhancements.

Job Title: ***Data Encoder*** ***2023-2024***
Independent Soil Testing Laboratory

Basic Function

- Accurately enter and update data into computer systems and
- databases
- Assist in the analysis and interpretation of data as needed
- Provide administrative support, including filing, typing, and other
- office tasks.

Job Title: ***Assistant Secretary cum Personal Assistant*** ***2021-2022***
DOE Secretary Alfonso G. Cusi

Basic Function

- Manage and maintain executive schedules, including appointments,
- meetings, and travel arrangements
- • Prepare and edit correspondence, reports, and presentations
- • Handle confidential and sensitive information with discretion
- • Provide personal support to executives as required, including
- managing personal appointments and errands.

Job Title: ***Operations Manager*** ***2016-2021***
Duterte's Kitchen Foundations

Basic Function

- Ensures all operations are carried on in an appropriate manner.
- Improves operational management systems.
- Helping the organization's processes remain legally complaint

Job Title: ***Data Analysist*** ***2013-2016***
Harvard Security

Basic Function

- Summarizes the detail of VIP's
- Encodes the daily activities of VIP's
- Makes a weekly report

TRAINING AND SEMINAR

ISO/IEC 17043:2010 Auditor Training
ISO/IEC 19011:2018
June 23, 2024

Statistical Learning Seminar
SMDC Philippines
November 12, 2022

Web Design Seminar
AMA MAKATI CAMPUS
January 17, 2015

Coffee 1-23: Sensory Analysis and Brewing Training for Baristas and Coffee Shop Operators
Kusineho Resto, Roamsville, Brgy. Sta Cruz, Koronadal
March 2-22, 2022

Food Safety Matters: Clean Food, Clean Service
Notre Dame of Marbel University, City of Koronadal
February 5, 2022

ACLC COLLEGE

A member of the AMA Education System

Taguig

Be it known that the Board of Trustees through its President,
by the authority of the Commission on Higher Education
and on the recommendation of the Academic Council, hereby confers upon

Krizna Gail A. Gumana

who has fulfilled all the requirements thereof, the degree of

Bachelor of Science in Information Technology

With all the rights, honors and privileges as well as the
obligations and responsibilities thereunto appertaining
In the testimony whereof, the seal of the College, signatures
of the President, Vice President, Managing Director
or Chief Registrar are hereto affixed.

Given this 31st day of March in the year of our Lord, Two thousand fifteen
In Taguig City, Metro Manila, Philippines

As per Special Order No.(B)50-464108-1132 s.2016; issued by C.H.E.D NCR as of October 11, 2016

ANTONIO R. ZALAMEA
Managing Director

AMABLE C. AGUILUZ IV
President

VICTOR P. SEVILLA
VP/COO

UNITED ARAB EMIRATES
FEDERAL AUTHORITY FOR IDENTITY & CITIZENSHIP, CUSTOMS & PORT SECURITY

الإمارات العربية المتحدة
الهيئة الاتحادية للهوية والجنسية والجمارك وأمن المنافذ

Resident Identity Card

بطاقة هوية مقيم



ID Number / رقم الهوية
784-1991-8882195-5

الاسم: كريزنا جايل جومانا جوقوينو

Name: Krizna Gail Gumana Joquino

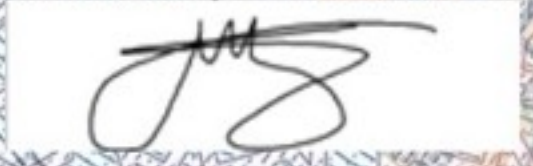
Date of Birth : 04/10/1991 تاريخ الميلاد:

الجنسية: جمهورية الفلبين

Nationality: Philippines

Issuing Date / تاريخ الاصدار
18/07/2025

Expiry Date / تاريخ الانتهاء
17/07/2027



Signature / التوقيع



الجنس : انثى

Sex : F

UNITED ARAB EMIRATES دولة الإمارات العربية المتحدة



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JOQUINO<<KRIZNA<GAIL<GUMANA<<<

UNITED ARAB EMIRATES
MINISTRY OF HUMAN RESOURCES
& EMIRATISATION

الإمارات العربية المتحدة
وزارة الموارد البشرية
والتوطين

الإسم : كريزنا جايل جومانا جوفوينو

Name : KRIZNA GAIL GUMANA JOQUINO

Expiry Date تاريخ الإنتهاء	**Work Permit NO :**	أبوظبي 128190006	رقم بطاقة العمل :
04/07/2027	**Personal NO :**	30404109186874	الرقم الشخصي :
	Profession :	مساعد الاتصالات	المهنة :
	Nationality :	الفلبين	الجنسية :
	المنشأة: جاكوب لخدمات مزودى اختبارات الجداره - شركه الشخص الواحد ذ م		
	Establishment : JACOB PROFICIENCY TESTING PROVIDER SERVICES - SOLE		
	Electronically printed		مطبوعة إلكترونيا



UNITED ARAB EMIRATES
MINISTRY OF HUMAN RESOURCES
& EMIRATISATION

الإمارات العربية المتحدة
وزارة الموارد البشرية
والتوطين



PILIPINAS
PASAPORTE
3

Lagda ng may-hawak/Holder's signature (Not valid unless signed)

REPUBLIKA NG PILIPINAS | REPUBLIC OF THE PHILIPPINES

PASAPORTE/
PASSPORT



Uri/ *Type*
P

Kodigo ng bansa/ *Country code*
PHL

Pasaporte blg/*Passport no*
P2084530C

Apelyido/*Surname*
JOQUIÑO

Pangalan/ *Given names*
KRIZNA GAIL

Panggitnang apelyido/*Middle name*
GUMANA

Petsa ng kapanganakan/*Date of birth*
04 OCT 1991

Nasyonalidad/*Nationality*
FILIPINO

Kasarian/*Sex*
F

Lugar ng kapanganakan/*Place of birth*
LEBAK S KUDARAT

Petsa ng pagkakaloob/*Date of issue*
18 OCT 2022

Petsa ng pagkawalang bisa/*Valid until*
17 OCT 2032

Maykapangyarihang nagkaloob/*Issuing authority*
DFA KIDAPAWAN

P<PHLJOQUINO<<KRIZNA<GAIL<<<<<<<<<<<<<<<<<<<<
P2084530C7PHL9110041F3210178<<<<<<<<<<<<<<08

Certificate of Completion

This is to certify that

Krizna Gail G. Joquino

has attended and successfully completed the course on

ISO/IEC 17043:2023 Auditor Training

by passing the written examination and continuous assessment.
The course includes the assessment and evaluation of management systems conforming to the requirements of ISO/IEC 17043:2023 and ISO 19011:2018.

Certificate No. :- PA/2024/0092
Issued On :- 23 June 2024
Duration :- 24 Hours (04 Days)

Mr. Devang Jhaveri
Managing Director

Exemplar Global

PUNYAM ACADEMY

The course is certified by Exemplar Global.

PUNYAM ACADEMY PRIVATE LIMITED
4, Abhishree Corporate Park, Ambli, Ahmedabad | Email: sales@punyamacademy.com | Website: www.punyamacademy.com

JACOB INTERNATIONAL STANDARDIZED TEST TRAINING – L.L.C – S.P.C

جاكوب انترناشونال التدريب على الاختبارات القياسية - ذ.م.م - ش.ش.و



Certificate of Participation

This is to certify that

Ms. Krizna Gail Gumana Joquino

Nationality: Filipino
Emirates ID no: 784-1991-8882195-5
Mark No: JT/MN/050826-3

Company Name

Jacob Proficiency Testing Provider Services SP- LLC

has successfully fulfilled all the requisites of the certification scheme and is hereby awarded the title of

Auditor Training in accordance with ISO 9001:2015

Certificate Identification: JISC-CN-050826-06
Certification Scheme: JISC/CS/9001-F Issue.01 Rev.00/-

Certificate Issue Date: 05/08/2026
Certificate Expiry Date: 05/08/2031

Shiju Manickan
Certification Manager

PJLA
Training Provider and Curriculum Developer
Accreditation # 133229

+971-2-546-26414 www.jacobcertification.com info@jacobcertification.com Mussafah MW-5, PO Box: 145843, Abu Dhabi, UAE

JACOB PROFICIENCY

TRAINING RECORDS

EMPLOYEE NAME	Krizna Gail G. Joaquino
JOB TITLE	Business Development Manager

C O N T E N T S

- TRAINING HISTORY
- TRAINING SCHEDULE
- TRAINING & COMPETENCY RECORD
- TRAINING ASSESSMENT RECORDS (INTERNAL AUDIT, THEORETICAL EXAMS, IQC, PREVIOUSLY TESTED PTP, etc.)
- OTHER RELATED DOCUMENTS

Training Needs Analysis and Requirements

We would like to know your feedback to improve the level of skills for all employees to best achieve the company goal.

Please participate and suggest below questionnaire;

1. Are you satisfied with **existing training program** within your department? Please √

Yes ☑ **No** ☐

If no please explain your suggestions;

_____

_____

_____

_____

_____

_____

2. Which type of training you are most satisfied? Please √

1 Training Workshop ☐
2 Individual Training ☑
3 Others _____

3. Do you feel training and professional development within your department **were actually met** your expectations? Please √

1 Not met at all ☐
2 Not met in most regards ☐
3 Met in most regards ☐
4 Met completely ☑

If not met, please explain your suggestions;

_____

_____

_____

_____

_____

_____

_____

4. Are you interested to conduct Training for other staffs? Please √

Yes ☐ **No** ☑

If Yes, please mention below your interest;

Training subject	Proposed month
1.	
2.	
3.	
4.	
5.	

5. Do you need any training to improve your skills to achieve career goals? Please √

Yes ☐ **No** ☑

Propose subject
1.
2.
3.
4.
5.

Thank you for your participation and cooperation

Name : Krizna Gail G. Santos

Date : 19.02.2024

Signature : 

JACOB
PROFICIENCY

INDIVIDUAL TRAINING PLAN YYYY

NAME OF STAFF (Initial)		K.G.J											
Sr. No.	Function	2024											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
1	Planning												
	Characteristic Identification												
2	Sampling and Sample												
3	Test Method Knowledge												
4	PT Operation												
8													
9													
10													
11													
12													
13													
14													
15													
16													
17													
18													
19													
20													
21													
22													
23													

Training Planned

Training Not Performed

XXX Training Performed

PREPARED BY : Nerissa Mei Sarah Manuel
DATE : 02.19.25

APPROVED BY: Jacob Joy
DATE : 02.19.25

TRAINING & COMPETENCE RECORD

Name:	Krizna Gail G. Joaquino	Designation:	Business Development Manager

PT item	Characteristics identification	Sampling and sample preparation	Test method knowledge
Constraction Materials	Chemical and Physical Properties, Qualitative, and Quantitative	Yes	Yes

Assessment Methods:

P	: Planning	✓
CI	: Characteristics identification	✓
SP	: Sampling and Sample Preparation	
TK	: Test method Knowledge	✓
PT	: PT Operation	✓
SA	: Statistical Analysis	
RP	: Report preparation and approval	

Trained and Assessed By: Shaira Mae D. Talisay

Aspects covered during training session:

Statistical analysis:
-Homogeneity
-Stability
-SDPA
-Assigned value
-Performance evaluation

Recommendation by Trainer: Approve to perform Operation/Re train

Grade : A / B / C / D

Legends :

Grade A : Authorized for supervision and approval

Grade B : Can do independently

Grade C: Can do under supervision

Grade D : Not allowed to perform the activity

Approved by: Jacob Joy

Approved Date: 19.02.25

TRAINING & COMPETENCE RECORD

Name:	Krizna Gail G. Joaquino	Designation:	Business Development Manager

PT item	Characteristics identification	Sampling and sample preparation	Test method knowledge
Material and Engireeng Materials	Chemical and Physical Properties, Qualitative, and Quantitative	Yes	Yes

Assessment Methods:

P	: Planning	✓
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TK	: Test method Knowledge	✓
PT	: PT Operation	✓
SA	: Statistical Analysis	
RP	: Report preparation and approval	

Trained and Assessed By: Shaira Mae D. Talisay

Aspects covered during training session:

Statistical analysis:
-Homogeneity
-Stability
-SDPA
-Assigned value
-Performance evaluation

Recommendation by Trainer: Approve to perform Operation/Re train

Grade : A / B / C / D

Legends :

Grade A : Authorized for supervision and approval

Grade B : Can do independently

Grade C: Can do under supervision

Grade D : Not allowed to perform the activity

Approved by: Jacob Joy

Approved Date: 19.02.25

TRAINING & COMPETENCE RECORD

Name:	Krizna Gail G. Joaquino	Designation:	Business Development Manager

PT item	Characteristics identification	Sampling and sample preparation	Test method knowledge
Material and Engireeng Materials	Microbiology Chemical and Physical Properties, Quantitative and Qualitative, Including Halal Compliance and Pesticide analysis	Yes	Yes

Assessment Methods:

P	: Planning	✓
CI	: Characteristics identification	✓
SP	: Sampling and Sample Preparation	
TK	: Test method Knowledge	✓
PT	: PT Operation	✓
SA	: Statistical Analysis	
RP	: Report preparation and approval	

Trained and Assessed By: Shaira Mae D. Talisay

Aspects covered during training session:

Statistical analysis:
-Homogeneity
-Stability
-SDPA
-Assigned value
-Performance evaluation

Recommendation by Trainer: Approve to perform Operation/Re train

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Grade B : Can do independently

Grade C: Can do under supervision

Grade D : Not allowed to perform the activity

Approved by: Jacob Joy

Approved Date: 19.02.25

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TRAINING & COMPETENCE RECORD

Name:	Krizna Gail G. Joaquino	Designation:	Business Development Manager

PT item	Characteristics identification	Sampling and sample preparation	Test method knowledge
Water (Microbiological and Chemical)	Microbiology Chemical and Physical Properties, Quantitative and Qualitative, Including Halal Compliance and Pesticide analysis TOC / TH PAHs analysis Inorganic Content Deterination	Yes	Yes

Assessment Methods:

P	: Planning	✓
CI	: Characteristics identification	✓
SP	: Sampling and Sample Preparation	
TK	: Test method Knowledge	✓
PT	: PT Operation	✓
SA	: Statistical Analysis	
RP	: Report preparation and approval	

Trained and Assessed By: Shaira Mae D. Talisay

Aspects covered during training session:

Statistical analysis:
-Homogeneity
-Stability
-SDPA
-Assigned value
-Performance evaluation

Recommendation by Trainer: Approve to perform Operation/Re train

Grade : A / B / C / D

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Grade B : Can do independently

Grade C: Can do under supervision

Grade D : Not allowed to perform the activity

Approved by: Jacob Joy

Approved Date: 19.02.25

TRAINING & COMPETENCE RECORD

Name:	Krizna Gail G. Joaquino	Designation:	Business Development Manager

PT item	Characteristics identification	Sampling and sample preparation	Test method knowledge
Interlaboratory Comparison	Interlaboratory Comparison Quantitative and Qualitative	Yes	Yes

Assessment Methods:

P	: Planning	✓
CI	: Characteristics identification	✓
SP	: Sampling and Sample Preparation	
TK	: Test method Knowledge	✓
PT	: PT Operation	✓
SA	: Statistical Analysis	
RP	: Report preparation and approval	

Trained and Assessed By: Shaira Mae D. Talisay

Aspects covered during training session:

Statistical analysis:
-Homogeneity
-Stability
-SDPA
-Assigned value
-Performance evaluation

Recommendation by Trainer: Approve to perform Operation/Re train

Grade : A / B / C / D

Legends :

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Grade B : Can do independently

Grade C: Can do under supervision

Grade D : Not allowed to perform the activity

Approved by: Jacob Joy

Approved Date: 19.02.25

TRAINING & COMPETENCE RECORD

Name:	Krizna Gail G. Joaquino	Designation:	Business Development Manager

PT item	Characteristics identification	Sampling and sample preparation	Test method knowledge
Oil	Chemical, And Physical Properties, Quantitative, and Qualitative	Yes	Yes

Assessment Methods:

P	: Planning	✓
CI	: Characteristics identification	✓
SP	: Sampling and Sample Preparation	
TK	: Test method Knowledge	✓
PT	: PT Operation	✓
SA	: Statistical Analysis	
RP	: Report preparation and approval	

Trained and Assessed By: Shaira Mae D. Talisay

Aspects covered during training session:

Statistical analysis:
-Homogeneity
-Stability
-SDPA
-Assigned value
-Performance evaluation

Recommendation by Trainer: Approve to perform Operation/Re train

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Grade B : Can do independently

Grade C: Can do under supervision

Grade D : Not allowed to perform the activity

Approved by: Jacob Joy

Approved Date: 19.02.25

TRAINING & COMPETENCE RECORD

Name:	Krizna Gail G. Joaquino	Designation:	Business Development Manager

PT item	Characteristics identification	Sampling and sample preparation	Test method knowledge
NDT	Image Analysis, Result Interpretation, Qualitative Interpretation	Yes	Yes

Assessment Methods:

P	: Planning	✓
CI	: Characteristics identification	✓
SP	: Sampling and Sample Preparation	
TK	: Test method Knowledge	✓
PT	: PT Operation	✓
SA	: Statistical Analysis	
RP	: Report preparation and approval	

Trained and Assessed By: Shaira Mae D. Talisay

Aspects covered during training session:

Statistical analysis:
-Homogeneity
-Stability
-SDPA
-Assigned value
-Performance evaluation

Recommendation by Trainer: Approve to perform Operation/Re train

Grade : A / B / C / D

Legends :

Grade A : Authorized for supervision and approval

Grade B : Can do independently

Grade C: Can do under supervision

Grade D : Not allowed to perform the activity

Approved by: Jacob Joy

Approved Date: 19.02.25

TRAINING & COMPETENCE RECORD

Name:	Krizna Gail G. Joaquino	Designation:	Business Development Manager

PT item	Characteristics identification	Sampling and sample preparation	Test method knowledge
Cosmetics, Self-care Products, and Cleaning Produts	Chemical, Physical Properties Qualitative, Quantitative Include Allergies Contaminants analysis, And Halal Compliance	Yes	Yes

Assessment Methods:

P	: Planning	✓
CI	: Characteristics identification	✓
SP	: Sampling and Sample Preparation	
TK	: Test method Knowledge	✓
PT	: PT Operation	✓
SA	: Statistical Analysis	
RP	: Report preparation and approval	

Trained and Assessed By: Shaira Mae D. Talisay

Aspects covered during training session:

Statistical analysis:
-Homogeneity
-Stability
-SDPA
-Assigned value
-Performance evaluation

Recommendation by Trainer: Approve to perform Operation/Re train

Grade : A / B / C / D

Legends :

Grade A : Authorized for supervision and approval

Grade B : Can do independently

Grade C: Can do under supervision

Grade D : Not allowed to perform the activity

Approved by: Jacob Joy

Approved Date: 19.02.25

TRAINING & COMPETENCE RECORD

Name:	Krizna Gail G. Joaquino	Designation:	Business Development Manager

PT item	Characteristics identification	Sampling and sample preparation	Test method knowledge
Inspection	Image Analysis, Result Interpretation, Qualitative Interpretation, Product Evaluation, Risk Evaluation, and Type of Defects	Yes	Yes

Assessment Methods:

P	: Planning	✓
CI	: Characteristics identification	✓
SP	: Sampling and Sample Preparation	
TK	: Test method Knowledge	✓
PT	: PT Operation	✓
SA	: Statistical Analysis	
RP	: Report preparation and approval	

Trained and Assessed By: Shaira Mae D. Talisay

Aspects covered during training session:

Statistical analysis:
-Homogeneity
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-Performance evaluation

Recommendation by Trainer: Approve to perform Operation/Re train

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Grade D : Not allowed to perform the activity

Approved by: Jacob Joy

Approved Date: 19.02.25

TRAINING HISTORY

Employee Name Krizna Gail Joquino **Designation** Business Development Manager

SN	Training Date	PT Item	Assessment Methods	Authorization Date
1	20.01.2025	ISO/IEC 17043:2023 Awareness		25.01.2025
2	31.03.2025	Requirements of ISO 17043:2023 and Selected terms and Definitions		05.02.2025
3	20.02.2025	PTP Sample Dispatch Checklist Awareness		25.02.2025

Date Updated: 17.09.2025

Quarterly Training Summary 2025

Training Ref.	Category	Training Type	Department	Test / Subject	Test Method	Instructor Name	Planned Date				Duration (hours)	Status	Participants
							Q1	Q2	Q3	Q4			
TRW25-01-01	Technical	Internal	Technical	ISO/IEC 17043:2023 Awareness		Shaira Mae Talisay	**20.01.2025**				**3 hrs**	Ok	Krizna Gail Joquino
TRW25-01-01	Technical	Internal	Technical	ISO/IEC 17043:2023 Awareness		Shaira Mae Talisay	**20.01.2026**				**3 hrs**	Ok	Rico John B. Gamon
TRW25-01-01	Technical	Internal	Technical	ISO/IEC 17043:2023 Awareness		Shaira Mae Talisay	**20.01.2027**				**3 hrs**	Ok	Jessica Pearline Joshua
TRW25-01-01	Technical	Internal	Technical	ISO/IEC 17043:2023 Awareness		Shaira Mae Talisay	**20.01.2028**				**3 hrs**	Ok	Rose Camille Santos
TRW25-01-01	Technical	Internal	Technical	ISO/IEC 17043:2023 Awareness		Shaira Mae Talisay	**20.01.2029**				**3 hrs**	Ok	Vipin Vijayakumar
TRW25-01-01	Technical	Internal	Technical	ISO/IEC 17043:2023 Awareness		Shaira Mae Talisay	**20.01.2030**				**3 hrs**	Ok	Mart Dandy Mejia
TRW25-01-01	Technical	Internal	Technical	ISO/IEC 17043:2023 Awareness		Shaira Mae Talisay	**20.01.2031**				**3 hrs**	Ok	Jerwin C. Deroca

Checked By: Nerissa Mei Sarah Manuel

Date Updated: 17.09.2025

Quarterly Training Summary 2025

Training Ref.	Category	Training Type	Department	Test / Subject	Test Method	Instructor Name	Planned Date				Duration (hours)	Status	Participants
							Q1	Q2	Q3	Q4			
TRW25-03-02	Technical	Internal	Technical	Requirements of ISO 17043:2023 and Selected terms and Definitions		Shaira Mae Talisay	**31.03.2025**				**3 hrs**	Ok	Krizna Gail Joquino
TRW25-03-02	Technical	Internal	Technical	Requirements of ISO 17043:2023 and Selected terms and Definitions		Shaira Mae Talisay	**31.03.2025**				**3 hrs**	Ok	Rico John B. Gamon
TRW25-03-02	Technical	Internal	Technical	Requirements of ISO 17043:2023 and Selected terms and Definitions		Shaira Mae Talisay	**31.03.2025**				**3 hrs**	Ok	Jessica Pearline Joshua
TRW25-03-02	Technical	Internal	Technical	Requirements of ISO 17043:2023 and Selected terms and Definitions		Shaira Mae Talisay	**31.03.2025**				**3 hrs**	Ok	Rose Camille Santos
TRW25-03-02	Technical	Internal	Technical	Requirements of ISO 17043:2023 and Selected terms and Definitions		Shaira Mae Talisay	**31.03.2025**				**3 hrs**	Ok	Vipin Vijayakumar
TRW25-03-02	Technical	Internal	Technical	Requirements of ISO 17043:2023 and Selected terms and Definitions		Shaira Mae Talisay	**31.03.2025**				**3 hrs**	Ok	Mart Dandy Mejia
TRW25-03-02	Technical	Internal	Technical	Requirements of ISO 17043:2023 and Selected terms and Definitions		Shaira Mae Talisay	**31.03.2025**				**3 hrs**	Ok	Jerwin C. Deroca

Checked By: Nerissa Mei Sarah Manuel

Date Updated: 17.09.2025

Quarterly Training Summary 2025

Training Ref.	Category	Training Type	Department	Test / Subject	Test Method	Instructor Name	Planned Date				Duration (hours)	Status	Participants
							Q1	Q2	Q3	Q4			
TRW25-02-01	Technical	Internal	Technical	PTP Sample Dispatch Checklist Awareness		Shaira Mae Talisay	**20.02.2025**				**3 hrs**	Ok	Krizna Gail Joquino
TRW25-02-01	Technical	Internal	Technical	PTP Sample Dispatch Checklist Awareness		Shaira Mae Talisay	**20.02.2025**				**3 hrs**	Ok	Rico John B. Gamon
TRW25-02-01	Technical	Internal	Technical	PTP Sample Dispatch Checklist Awareness		Shaira Mae Talisay	**20.02.2025**				**3 hrs**	Ok	Jessica Pearline Joshua
TRW25-02-01	Technical	Internal	Technical	PTP Sample Dispatch Checklist Awareness		Shaira Mae Talisay	**20.02.2025**				**3 hrs**	Ok	Rose Camille Santos
TRW25-02-01	Technical	Internal	Technical	PTP Sample Dispatch Checklist Awareness		Shaira Mae Talisay	**20.02.2025**				**3 hrs**	Ok	Vipin Vijayakumar
TRW25-02-01	Technical	Internal	Technical	PTP Sample Dispatch Checklist Awareness		Shaira Mae Talisay	**20.02.2025**				**3 hrs**	Ok	Mart Dandy Mejia
TRW25-02-01	Technical	Internal	Technical	PTP Sample Dispatch Checklist Awareness		Shaira Mae Talisay	**20.02.2025**				**3 hrs**	Ok	Jerwin C. Deroca

Checked By: Nerissa Mei Sarah Manuel

Date Updated: 17.09.2025

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TRAINING WORKSHOP

Month/Year	30-01-2025

PERFORMED BY	SHAIRA MAE D. TALISAY

PARTICIPANTS

SN	Name	Position	Signature	Training No.
1	Krizna Gail Joquino	BDM		TRW25-01-01
2	Rico John Gamon	PT SAMPLE COORDINATOR		TRW25-01-01
3	Jessica Pearline	FINANCE INCHARGE		TRW25-01-01
4	Rose Camille Santos	STATISTICIAN		TRW25-01-01
5	Vipin Vijayakumar	DRIVER		TRW25-01-01
6	Marty Dandy Mejia	STATISTICIAN		TRW25-01-01
7	Jerwin Dersca	BDO		TRW25-01-01
8	Jacob Joy	MANAGING DIRECTOR		TRW25-01-01
9				

Topics	ISO 17043 : 2023 Awareness

POINTS DISCUSSED

As per attached powerpoint.

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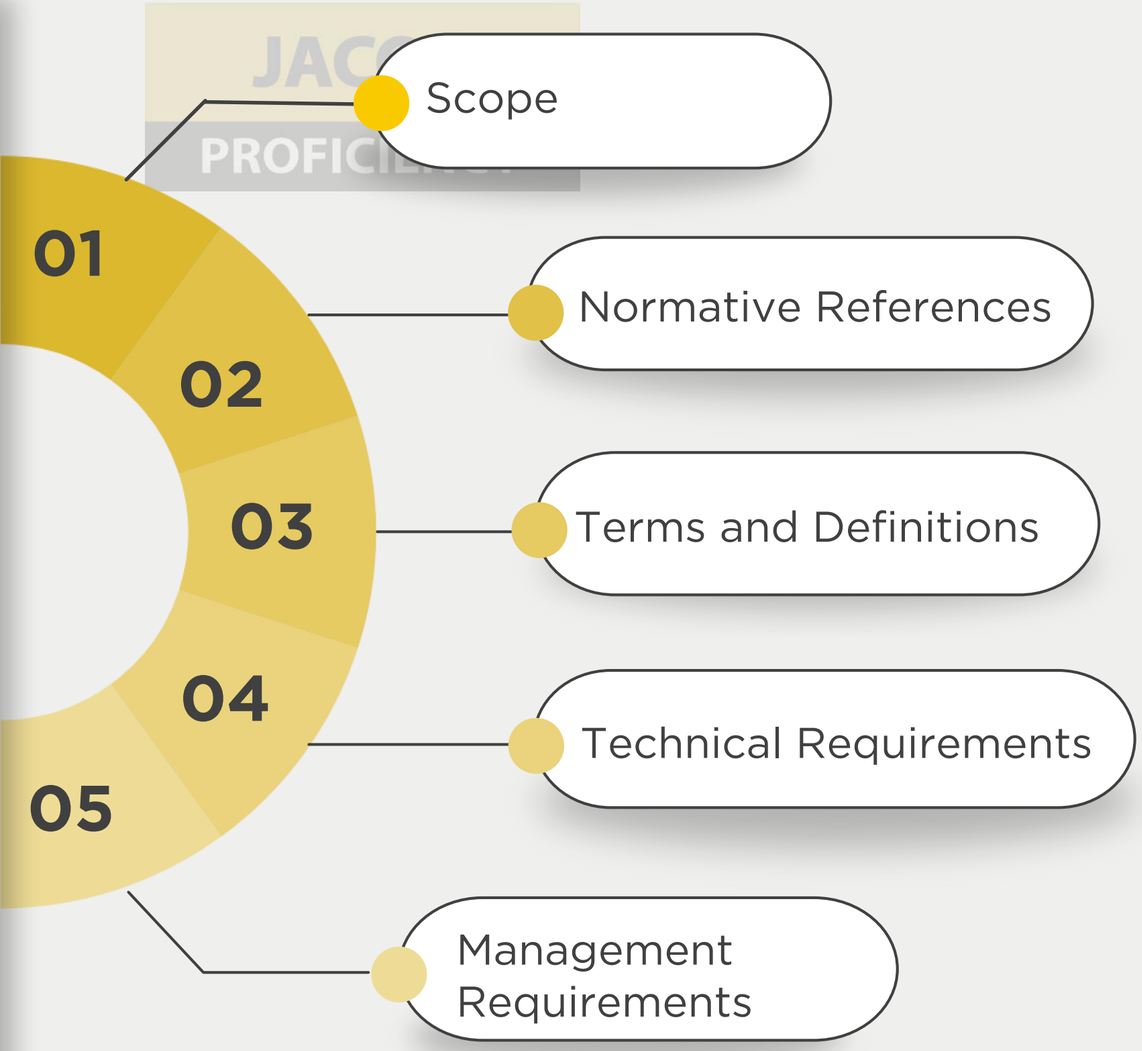
ISO 17043:2023

Conformity assessment — General requirements for the competence of proficiency testing providers

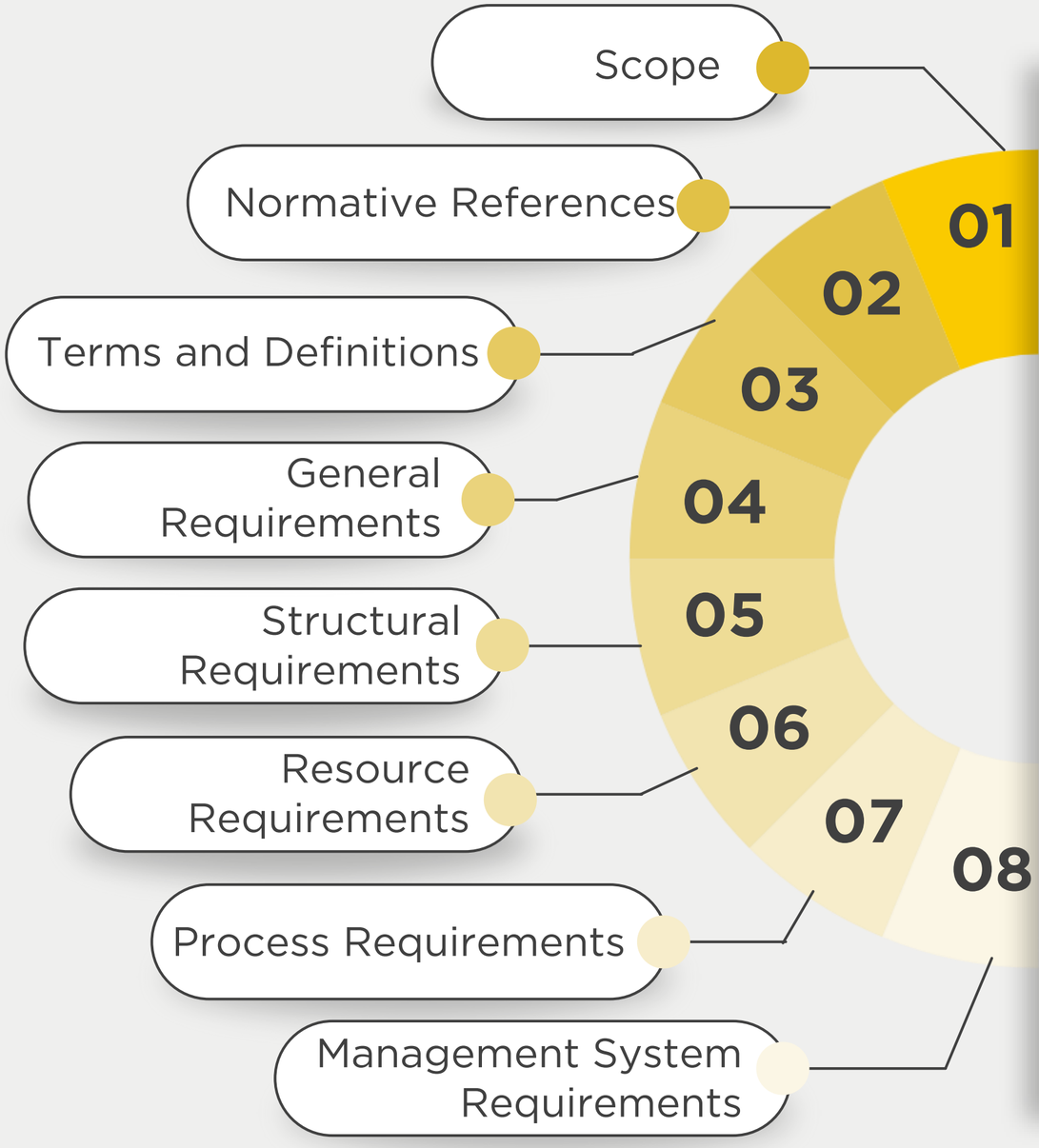
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ISO 17043:2010 Conformity assessment — General requirements for proficiency testing

ISO 17043:2023 Conformity assessment — General requirements for the competence of proficiency testing providers



ISO 17043:2010



ISO 17043:2023

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Introduction

Proficiency testing (PT) is widely recognized as an essential tool for demonstrating the competence of conformity assessment bodies. PT can provide evidence of competence and it can be an indicator of an underlying or emerging problem. This document is intended to promote confidence in the operations of PT providers. It contains requirements for PT providers to enable them to demonstrate that they operate competently and can generate valid evaluations of participant performance.

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Introduction

PT involves the use of interlaboratory comparisons for the evaluation of laboratory performance. The definition of “interlaboratory comparison” (see 3.4) broadens the use of both the terms “laboratories” and “measurements or tests” for the purposes of this document to include all types of conformity assessment bodies and their activities, respectively. The term “method” as used in this document can be considered synonymous with the term “measurement procedure” as defined in ISO/IEC Guide 99.

What is ISO 17043?

- International standard for PT provider competence
- Ensures PT schemes are technically sound
- Protects laboratories from poor-quality schemes
- Creates level playing field for scheme providers



Why 2023 matters?

- Significant improvements in statistical methods
- Better bias detection capabilities
- Enhanced provider requirements
- New opportunities for differentiation

🔍 Key Updates in ISO 17043:2023

1. The version aligns more closely with ISO/IEC 17025:2017 and ISO 13528:2022, especially in technical aspects and structure.

2. New requirements related to impartiality, risk, and information management have been added.

3. Testing, calibration activities, and proficiency testing item production must now conform to relevant ISO conformity assessment standards

4. The structure is revised per ISO/CASCO PROC 33 to harmonize with other conformity assessment standards.

5. Deletion of Annex C which provided guidance on the use of PT providers and revision of Annexes A (types of PT programs) and B (Statistics in PT schemes).

Clause 1 Scope

- PT provider competence requirements
- Scheme development and operation
- Statistical design and analysis methods
- Participant communication and reporting

Clause 2 Normative References

- ISO/IEC 17000: Conformity assessment vocabulary
- ISO 17025: General requirements for testing laboratories
- ISO Guide 30: Reference materials terminology
- ISO 13528: Statistical methods for PT

Clause 3 Terms and Definitions

Key Concepts

- **Proficiency testing**: Evaluation of participant performance using interlaboratory comparisons
- **PT scheme**: Set of operations used to establish, coordinate, and monitor PT
- **PT provider**: Organization that takes responsibility for developing and operating PT schemes
- **Assigned value**: Value attributed to particular property of PT item
- **Standard uncertainty**: Uncertainty expressed as standard deviation

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Clause 4 General Requirements

4.1 Impartiality Requirements:

- PT provider must be impartial
- Must identify and manage conflicts of interest
- Cannot be unduly influenced by commercial interests
- Must have top-level commitment to impartiality

4.2 Confidentiality Requirements:

- Individual participant results must be confidential
- Only participant and PT provider see individual performance
- Aggregate/statistical data can be published
- Clear policies on data handling required

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Clause 5 Structural Requirements

5.1 Legal Entity & Responsibility:

- PT provider must be legally identifiable
- Clear definition of scope and operations
- Documented management structure
- Defined responsibilities and authorities

5.1 PT Activities:

- Must identify all PT activities
- Document relationship between different schemes
- Ensure adequate oversight

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Clause 6 Resource Requirements

Personnel

6.2 Personnel Competence:

- Staff must be competent for assigned tasks
- Appropriate education, training, experience
- Ongoing competence monitoring
- Clear job descriptions and authorities

Facilities & Services

6.3 Facilities and Environmental Conditions:

- Adequate for PT operations
- Proper sample storage and handling
- Environmental monitoring where needed

6.4 Externally Provided Products/Services:

- Proper supplier evaluation
- Clear specifications and contracts

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Clause 7 Process Requirements

Overview

7.1 Establishing, contracting and communicating the PT scheme objectives

7.2 Design and planning of a PT scheme

7.3 Production and distribution of PT items

7.4 Evaluation and reporting of PT scheme results

7.5 Control of PT scheme process

7.6 Handling of complaints

7.7 Handling of appeals

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Clause 7 Process Requirements

7.1 Establishing, contracting and communicating the PT scheme objectives:

- 7.1.1 Review of requests, tenders and contracts:
  - Clear scope and technical requirements
  - Adequate resources and competence available
  - Risk assessment of scheme delivery
  - Contract terms protect both parties

- 7.1.2 PT scheme communication:
  - Clear objectives and scope definition
  - Appropriate participant selection criteria
  - Defined communication channels
  - Regular updates and notifications

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Clause 7 Process Requirements

7.2 Design and planning of a PT scheme

- 7.2.1 General requirements:
  - Scheme design matches stated objectives
  - Appropriate for intended participants
  - Considers measurement/test methods used
  - Accounts for participant capabilities
- 7.2.2 Statistical design:
  - Appropriate for scheme objectives
  - Adequate participant numbers
  - Proper frequency and timing
  - Statistical power considerations
- 7.2.3 Determination of assigned values:
  - Appropriate method selection (reference/consensus/known)
  - Uncertainty evaluation
  - Traceability considerations

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Clause 7 Process Requirements

7.3 Production and Distribution of PT Items

- 7.3.1 Production of PT items:
  - Representative of routine testing materials
  - Fit for purpose design
  - Appropriate preparation methods
  - Quality control during production

- 7.3.2 Homogeneity and stability assessment:
  - Statistical evaluation of homogeneity
  - Stability monitoring throughout scheme
  - Appropriate storage and transport conditions
  - Clear shelf-life determination

- 7.3.3 Handling and storage:
  - Proper environmental conditions
  - Contamination prevention
  - Chain of custody procedures

- 7.3.4 Packaging, labeling and distribution:
  - Adequate protection during transport
  - Clear identification and labeling
  - Secure distribution methods
  - Delivery confirmation procedures

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Clause 7 Process Requirements

- 7.3.5 Instructions for participants:
  - Clear, unambiguous directions
  - Sample handling requirements
  - Test method specifications
  - Submission procedures and deadlines

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Clause 7 Process Requirements

7.4 Evaluation and Reporting of Results

- 7.4.1 Data analysis:
  - Appropriate statistical methods
  - Robust evaluation techniques
  - Outlier identification and handling
  - Uncertainty considerations
- 7.4.2 Evaluation of performance:
  - Clear performance criteria
  - Consistent evaluation approach
  - Fair assessment methods
  - Bias evaluation capabilities
- 7.4.3 PT reports:
  - Individual performance evaluation
  - Statistical summary of results
  - Clear interpretation guidance
  - Timely delivery
  - Professional presentation

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Clause 7 Process Requirements

7.5 Control of PT Scheme Process

- 7.5.1 Technical records:
  - Complete documentation of all activities
  - Traceability of decisions and actions
  - Retention policies for records
  - Access control and security

- 7.5.2 Control of data and information management:
  - Secure data handling procedures
  - Backup and recovery systems
  - Version control of information
  - Confidentiality protection

- 7.5.3 Surveillance of processes:
  - Monitoring of all PT activities
  - Performance indicators tracking
  - Regular process reviews
  - Continuous improvement identification

- 7.5.4 Nonconforming work:
  - Identification procedures
  - Root cause analysis
  - Corrective action implementation
  - Effectiveness verification

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Clause 7 Process Requirements

7.6 Handling of Complaints

- Requirements for complaint handling:
  - Documented complaint procedure
  - Acknowledgment and investigation process
  - Impartial review mechanisms
  - Decision documentation and communication
  - Follow-up and verification

7.7 Handling of Appeals

- Requirements for appeal process:
  - Formal appeal procedure available
  - Independent review of decisions
  - Qualified appeal review panel
  - Documented decision rationale
  - Communication of outcomes

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Clause 8 Management System Requirements

8.1 General requirements:

- Risk-based approach to PT operations
- Documented policies and procedures
- Continuous improvement focus
- Integration with technical requirements

8.2 Management system documentation:

- Quality manual or equivalent documentation
- Policies supporting impartiality and confidentiality
- Process descriptions and procedures
- Forms, templates, and work instructions

8.3 Control of management system documents:

- Document approval before use
- Periodic review and update
- Version control and change identification
- Distribution control and access management
- Prevention of obsolete document use

8.4 Control of Records:

- Identification and storage of records
- Protection against damage, deterioration, loss
- Retention time determination
- Access control and confidentiality
- Disposal procedures when appropriate

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Clause 8 Management System Requirements

8.5 Actions to address risks and opportunities:

- Identify risks and opportunities affecting PT operations
- Plan actions to address significant risks/opportunities
- Implement planned actions
- Evaluate effectiveness of actions taken
- Update risk assessment based on experience
- **Examples of PT risks:**
  - Sample instability during transport
  - Statistical method inappropriateness
  - Key personnel departure
  - IT system failures
  - Participant collusion

8.6 Continuous Improvement:

- Continually improve management system effectiveness
- Use quality policy, objectives, audit results, data analysis
- Consider corrective actions and management review outcomes
- Implement changes to enhance PT operations

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Clause 8 Management System Requirements

8.7 Corrective Actions

- Corrective action process
  - React appropriately to nonconformities
  - Evaluate need for corrective action
  - Implement appropriate corrective actions
  - Review effectiveness of actions taken
  - Update risks and opportunities if necessary
- PT-specific examples
  - Addressing systematic bias in assigned values
  - Correcting statistical calculation errors
  - Improving sample preparation procedures
  - Enhancing participant communication

8.8 Internal Audits

- Planned audit program covering all activities
- Objective, impartial audit conduct
- Competent audit personnel
- Management notification of results
- Timely corrective actions for findings

8.9 Management Reviews

- Planned audit program covering all activities
- Objective, impartial audit conduct
- Competent audit personnel
- Management notification of results
- Timely corrective actions for findings

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Annex A - Types of PT Schemes

Annex A provides guidance on different PT scheme designs:

- Measurement comparison schemes - quantitative results
- Qualitative schemes - yes/no or categorical results
- Sample preparation schemes - focus on sample handling
- Proficiency schemes - ongoing competence monitoring
- Supplementary comparisons - specialized applications

Annex B - Statistical Methods for PT

Annex B references ISO 13528:2022 for detailed statistical methods:

- Assigned value determination methods
- Robust statistical techniques for outlier handling
- Performance evaluation approaches (z-scores, En-scores)
- Uncertainty assessment in PT
- Bias evaluation methods

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THANK YOU

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TRAINING WORKSHOP

Month/Year	20.02.2025

PERFORMED BY	SHAIRA MAE TALISAY

PARTICIPANTS

SN	Name	Position	Signature	Training No.
1	KRIENA GAIL JOQUINO	BDO		TRW25-02-01
2	RICO JOHN GAMON	PT SAMPLE COORDINATOR		TRW25-02-01
3	JESSICA PEARLINE JOSHUA	FINANCE INCHARGE		TRW25-02-01
4	ROSE CAMILLE SANTOS	STATISTICIAN		TRW25-02-01
5	VIPIN VIJAYAKUMAR	DRIVER		TRW25-02-01
6	MART DANDY MEJIA	STATISTICIAN		TRW25-02-01
7	JERWIN DEROCA	BDO		TRW25-02-01
8				
9				

Topics	PTP Sample Dispatch Checklist awareness

POINTS DISCUSSED

As per ~~a~~ttached powerpoint

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Sample Dispatch Checklist

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About Jacob Proficiency

Jacob Proficiency Testing Provider Services-Sole Proprietorship LLC (JPTPS) is Proprietorship company formed by **Mr. Jacob Joy** engaged in the proficiency testing activities for the test items.



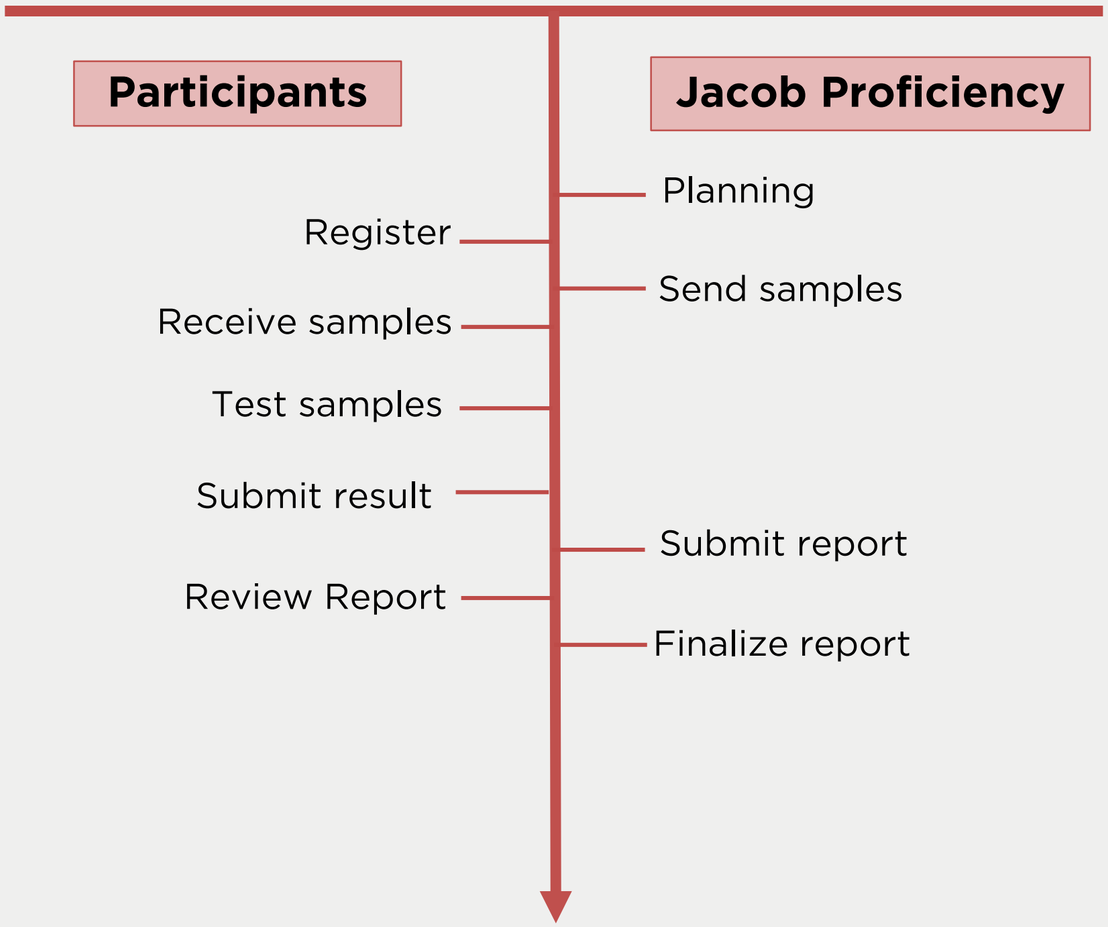
Jacob Proficiency Founder

Jacob Proficiency Testing Provider Services-Sole Proprietorship LLC will serves the proficiency testing programmes for the following types of laboratories;

- Construction & Material
- Material and Engineering materials
- Environmental Monitoring
- InterLaboratory comparison
- Cosmetics, self-care products cleaning products
- Microbiology testing
- NDT & Inspection testing
- Consumer Goods
- Emergency Equipment

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Proficiency Testing Program



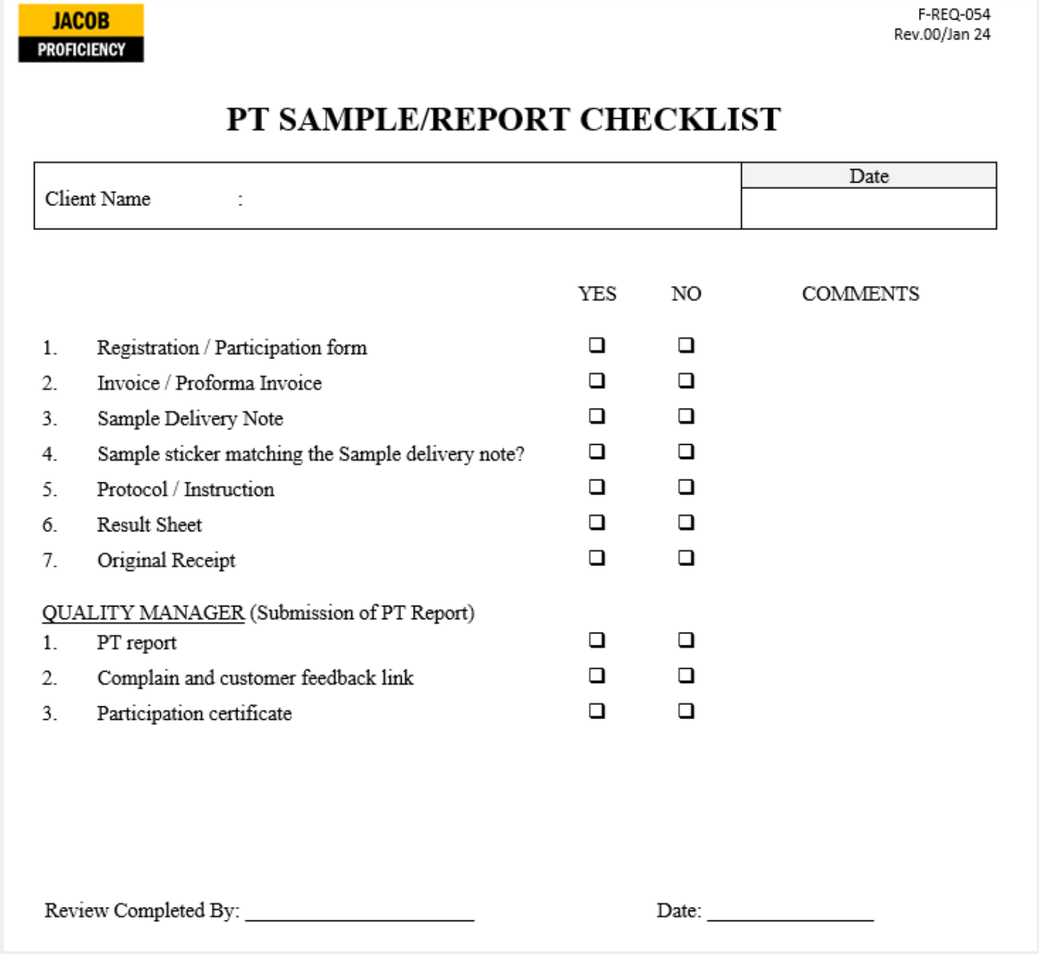
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Sample Dispatch Checklist



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PT Sample/Report Checklist



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F-REQ-054
Rev.00/Jan 24

PT SAMPLE/REPORT CHECKLIST

Client Name :	Date

		YES	NO	COMMENTS
1.	Registration / Participation form	❑	❑	
2.	Invoice / Proforma Invoice	❑	❑	
3.	Sample Delivery Note	❑	❑	
4.	Sample sticker matching the Sample delivery note?	❑	❑	
5.	Protocol / Instruction	❑	❑	
6.	Result Sheet	❑	❑	
7.	Original Receipt	❑	❑	
	QUALITY MANAGER (Submission of PT Report)			
1.	PT report	❑	❑	
2.	Complain and customer feedback link	❑	❑	
3.	Participation certificate	❑	❑	

Review Completed By: _____ Date: _____

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Registration / Participation form

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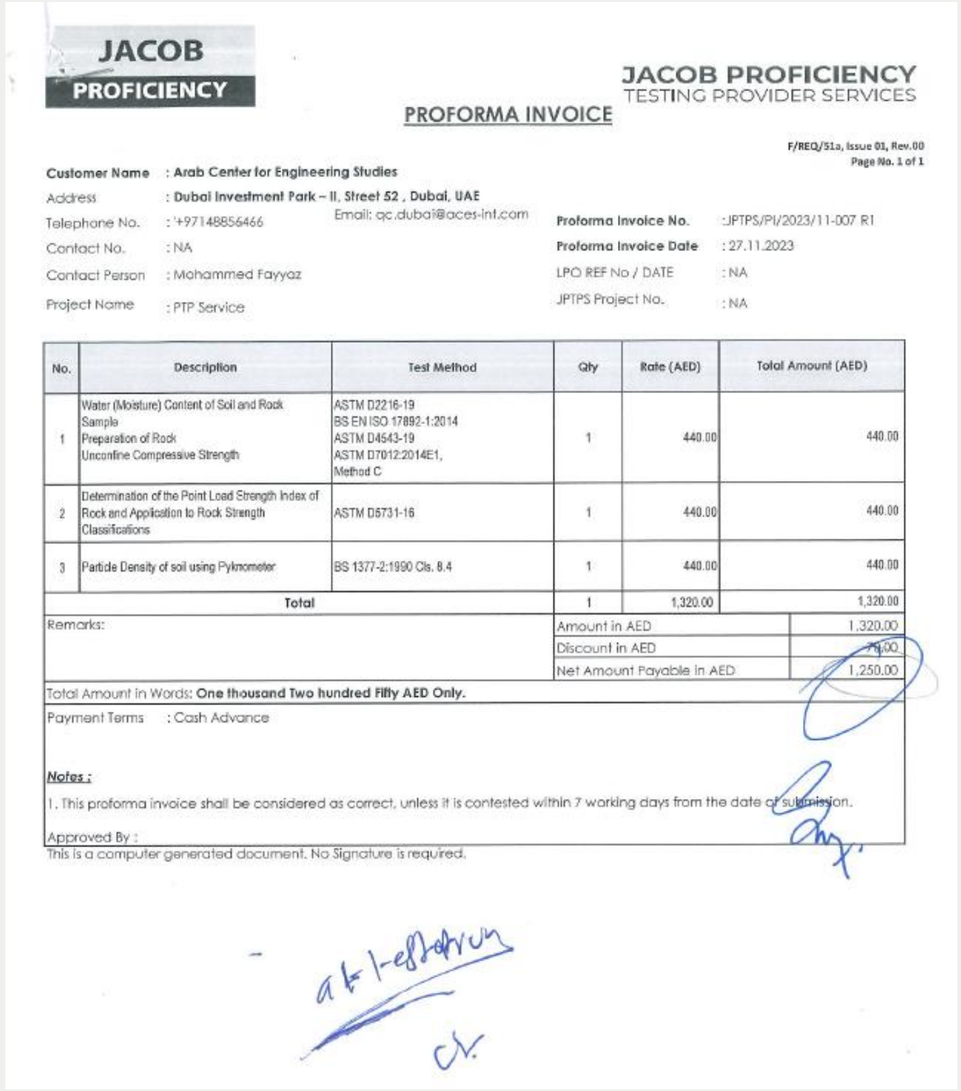
Jacob Proficiency Testing Provider Services-Sole Proprietorship LLC

Form No. 1, Participation in Proficiency Testing		F/CSD/01, Issue 01, Rev.00 Page No. 1 of 1
Date of registration → **15 December 2023**	Year → **2023**	
Proficiency testing scheme for	**Determination of Vibrio Parahaemolyticus (food) as per CMMEF**	
Programme No.	**JPTPS/P11-012**	
Name of laboratory	**Wimpey Laboratories**	
Address of laboratory	**Wimpey Building Al Quoz Industrial Area 1 123279 Dubai**	
Tel Nos.	**+971 43273123**	
Fax Nos.	**NA**	
E mail	**qaqc.dxb2@wimpeylab.com**	
Contact Person	**Ms. Sherry Alday**	
Contact Number	**058 675 6939**	
Whether ISO/IEC 17025 Accredited?, if Yes, Certificate No. alongwith the name of accreditation body	**Yes. Accreditation with EIAC** * Eligibility criteria : accredited as per ISO/IEC 17025 or in the process of accreditation and must have to follow the same test method as given in the introductory mail / protocol for each test parameter of PT item.	
Demand Draft / Cheque No.	**155635476 - Payment Reference No.**	
Amount in AED	**1999.00**	
Name of bank	**National Bank of Ras Al-Khaimah**	
Name, designation of person signing this form with Laboratory seal	**Sherry Alday** **QHSE Coordinator**	

For JPTPS use only	
Whether form received in time?	
All details are adequately addressed	
Lab code allotted	
Person, who has verified the details	
Signature of person verifying the form	
Sample sent to lab on	
Sample sent to lab via	
Confirmation of sample receipt received from laboratory on	

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Invoice / Proforma Invoice



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PROFORMA INVOICE

F/REQ/51a, Issue 01, Rev.00
Page No. 1 of 1

Customer Name : **Arab Center for Engineering Studies**
Address : **Dubai Investment Park – II, Street 52 , Dubai, UAE**
Telephone No. : +97148856466 Email: qc.dubai@aces-int.com
Contact No. : NA
Contact Person : Mohammed Fayyaz
Project Name : PTP Service

Proforma Invoice No. : JPTPS/PI/2023/11-007 R1
Proforma Invoice Date : 27.11.2023
LPO REF No / DATE : NA
JPTPS Project No. : NA

No.	Description	Test Method	Qty	Rate (AED)	Total Amount (AED)
1	Water (Moisture) Content of Soil and Rock Sample Preparation of Rock Unconfine Compressive Strength	ASTM D2216-19 BS EN ISO 17892-1:2014 ASTM D4543-19 ASTM D7012:2014E1, Method C	1	440.00	440.00
2	Determination of the Point Load Strength Index of Rock and Application to Rock Strength Classifications	ASTM D5731-16	1	440.00	440.00
3	Particle Density of soil using Pyknometer	BS 1377-2:1990 Cls. 8.4	1	440.00	440.00
Total			1	1,320.00	1,320.00

Remarks:		
	Amount in AED	1,320.00
	Discount in AED	70.00
	Net Amount Payable in AED	1,250.00

Total Amount in Words: **One thousand Two hundred Fifty AED Only.**

Payment Terms : Cash Advance

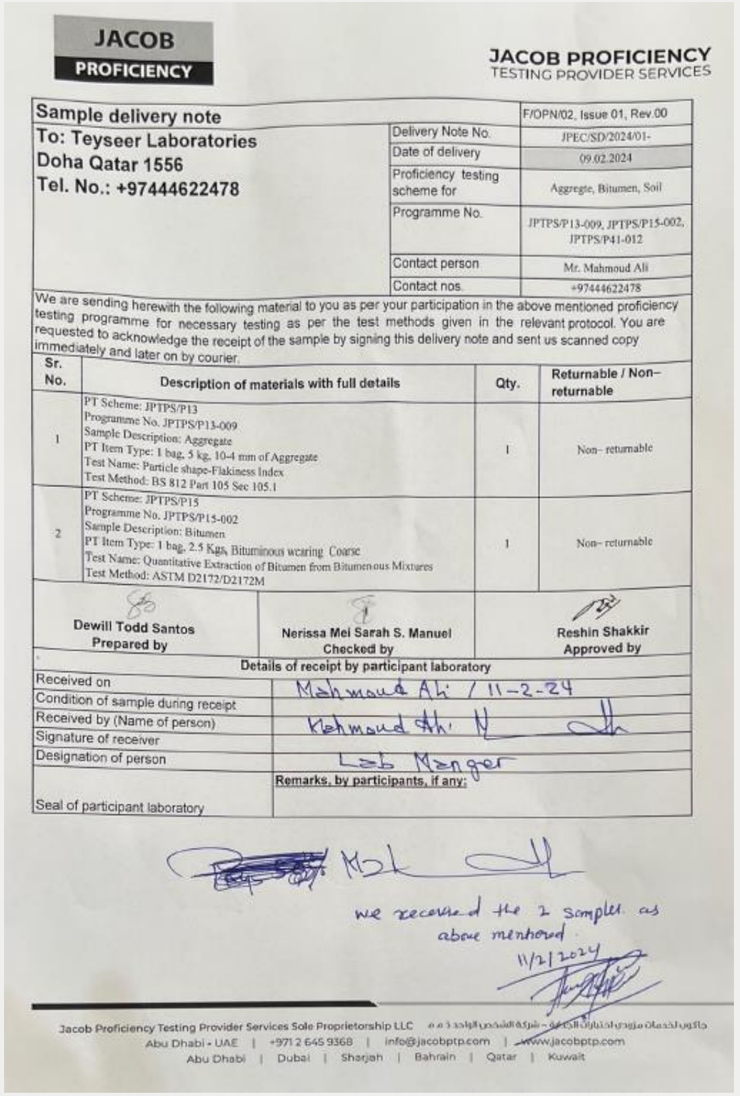
Notes :

1. This proforma invoice shall be considered as correct, unless it is contested within 7 working days from the date of submission.

Approved By :
This is a computer generated document. No Signature is required.

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Sample Delivery Note



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Sample delivery note		F/OPN/02, Issue 01, Rev.00
To: Teyseer Laboratories Doha Qatar 1556 Tel. No.: +97444622478	Delivery Note No.	JPEC/SD/2024/01-
	Date of delivery	09.02.2024
	Proficiency testing scheme for	Aggregte, Bitumen, Soil
	Programme No.	JPTPS/P13-009, JPTPS/P15-002, JPTPS/P41-012
	Contact person	Mr. Mahmoud Ali
	Contact nos.	+97444622478

We are sending herewith the following material to you as per your participation in the above mentioned proficiency testing programme for necessary testing as per the test methods given in the relevant protocol. You are requested to acknowledge the receipt of the sample by signing this delivery note and sent us scanned copy immediately and later on by courier.

Sr. No.	Description of materials with full details	Qty.	Returnable / Non–returnable
1	PT Scheme: JPTPS/P13 Programme No. JPTPS/P13-009 Sample Description: Aggregate PT Item Type: 1 bag, 5 kg, 10-4 mm of Aggregate Test Name: Particle shape-Flakiness Index Test Method: BS 812 Part 105 Sec 105.1	1	Non– returnable
2	PT Scheme: JPTPS/P15 Programme No. JPTPS/P15-002 Sample Description: Bitumen PT Item Type: 1 bag, 2.5 Kgs Bituminous wearing Coarse Test Name: Quantitative Extraction of Bitumen from Bituminous Mixtures Test Method: ASTM D2172/D2172M	1	Non– returnable

Dewill Todd Santos Prepared by	Nerissa Mei Sarah S. Manuel Checked by	Reshin Shakkir Approved by

Details of receipt by participant laboratory	
Received on	Mahmoud Ali / 11-2-24
Condition of sample during receipt	
Received by (Name of person)	Mahmoud Ali
Signature of receiver	
Designation of person	Lab Manger
Seal of participant laboratory	Remarks, by participants, if any:

we received the 2 samples as above mentioned.
11/2/2024

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Sample sticker

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Testing Provider Services

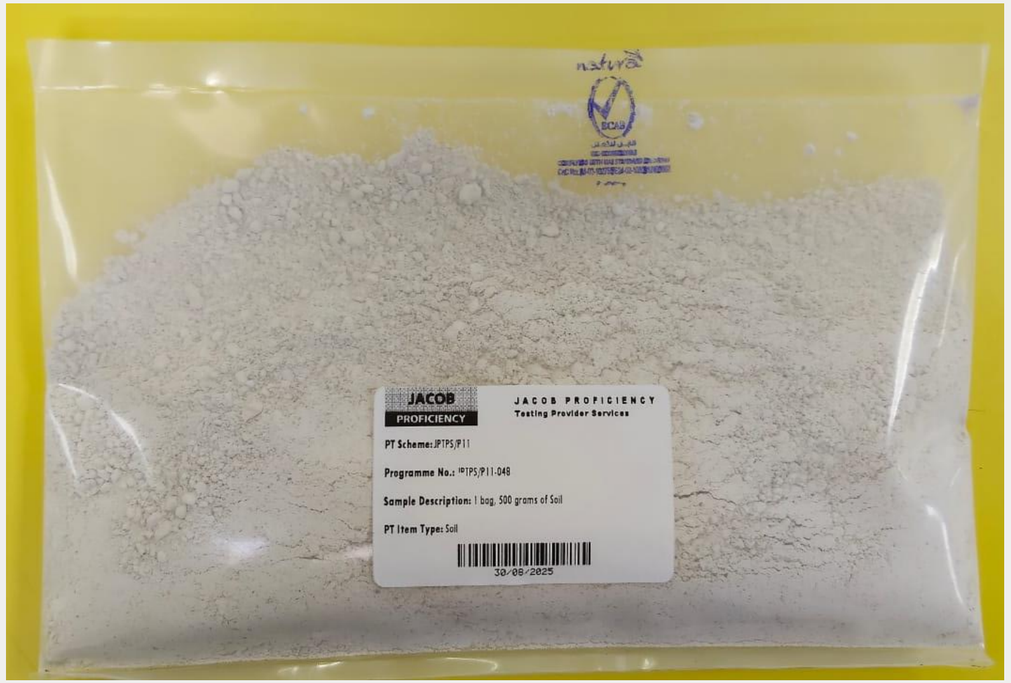
PT Scheme: JPTPS/P11

Programme No.: JPTPS/P11-048

Sample Description: 1 bag, 500 grams of Soil

PT Item Type: Soil

30/08/2025



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Protocol / Instruction

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Jacob Proficiency Testing Provider Services-Sole Proprietorship LLC

Proficiency Testing Design Plan	Page 1 of 9	F/OPN/09 Issue 01, Rev.00

1.0	**Proficiency testing scheme for**	Soil, Rock
2.0	**Programme No.**	JPTPS/P11-020 JPTPS/P11-024, JPTPS/P12-005
3.0	**The name and address of the proficiency testing provider**	

Jacob Proficiency Testing Provider Services-Sole Proprietorship LLC
Tel Nos. → 02 555 3232
Cell Nos. → 052 211 9510
E mail → jptps@outlook.com
Web → www.jptps.ae

4.0	**The name, address and affiliation of the coordinator and other personnel involved in the design and operation of the proficiency testing scheme**

Ms. Nerissa Mei Sarah S. Manuel – Jacob Proficiency Testing Provider Services-Sole Proprietorship LLC UAE

Other Personnel involved in PT scheme
Mr. MohamedRafi Fazilludin – Advisory services for the preparation of homogeneous proficiency test Testing of PT items for homogeneity and stability

5.0	**The activities to be subcontracted and the names and addresses of subcontractors involved in the operation of the proficiency testing scheme;**

PT items characteristics, PT Item preparation, transportation, packing, and homogeneity and stability assessment.
Technical Advisory Group involved in PT scheme

Name	Address
Mr. Mohamed Rafi Fazilludin Technical Manager	**Independent Soil Testing Laboratories LLC (ISTL)**

6.0	**Criteria to be met for participation;**

Testing laboratories;

1. Accredited testing laboratories as per ISO/IEC 17025:2017

Revision No.	0	Prepared, reviewed and approved by	Lini / Dewill / Janine
Revision Date	05-05-2023	PT Co–ordinator	

9.0	**Requirements for the production, quality control, storage and distribution of proficiency test items;**

Testing Instruction and reporting values:

1. Laboratory must perform all possible tests.
2. PT sample must be treated exactly as any regular sample received by the laboratory.
3. Store the sample in controlled condition of approx. 27 ± 2 °C.
4. Whenever applicable, thoroughly mix the sample before starting the test.
5. Take the sample from the provided packaging as it is.
6. For Shear Box and consolidation test use MDD 1.80mg/m^3, OMC 13.0%
7. Report results and the associated uncertainty at k=2
8. Reported value and uncertainty shall be in the same measurement unit.
9. Reported values and uncertainty shall be numbers only (e.g less than, below the detection limit, <,> or ± are not allowed)
10. Reported measurement values shall be rounded to the nearest figure shown in the F/OPN/03
11. Leave the form blank for untested parameters. Don't fill it with any value or character. "0" value will be considered a measurement result.
12. All tests must be conducted at the same location of the lab by the official lab staff.
13. Subcontracting of any test not allowed.

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Original Receipt



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TESTING PROVIDER SERVICES

Dhs. درهم
3000.00/—

سـنـد قبـض
Receipt Voucher

No. 0024

Date 05 Feb 2024 التاريخ

Received from Mr./M/s. Techno laboratories إستلمنا من السيد / السادة

The sum of Dhs. Three Thousand AED ONLY مبلغ و قدرة درهم

Being JPTPS/CS/2024/01-005 R1 dated 06.02.2024 وذلك عن

By Cash / Cheque No. 002641 Dated 08 Feb 2024. التاريخ نقدا / شيك رقم

Bank ADCB بنك

Accountant المحاسب

Receiver's Sign. توقيع المستلم

Jacob Proficiency Testing Provider Services Sole Proprietorship LLC جاكوب لخدمات مزودي اختبارات الجدارة – شركة الشخص الواحد ذ م م

Abu Dhabi - UAE | +971 2 559 0877 | info@jacobptp.com | www.jacobptp.com

Abu Dhabi | Dubai | Sharjah | Bahrain | Qatar | Kuwait

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THANK YOU

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TRAINING WORKSHOP

Month/Year	31.03.2025

PERFORMED BY	SHAIRA MAE TALISAY

PARTICIPANTS

SN	Name	Position	Signature	Training No.
1	Krizna Gail Joquino	BDM		TRW25-03-02
2	Rico John Gamon	PT sample Coordinator		TRW25-03-02
3	Jessica Pearline Joshua	Finance Incharge		TRW25-03-02
4	Rose Camille Santos	Statistician		TRW25-03-02
5	Vipin Vijayakumar	Driver / Dispatch		TRW25-03-02
6	Mart Dondy Mejia	Statistician		TRW25-03-02
7	Jerwin Deroca	BDO		TRW25-03-02
8				
9				

Topics	Requirements of ISO 17043:2023 and selected Terms and Definitions

POINTS DISCUSSED

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Requirements of ISO/IEC 17043- 2023 and selected Terms and definitions

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DEFINITIONS OF IMPORTANT TERMS

- **Inter Laboratory Comparisons** – Design, performance and evaluation of measurements or tests on the same or similar items by two or more laboratories in accordance with predetermined conditions

- **Proficiency Testing (PT)** – Evaluation of participant performance against pre established criteria by means of inter laboratory comparisons

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Types of proficiency testing Schemes (as per ISO 13528:2022)

- **Quantitative Scheme**: Quantification of one or more measurands of the Proficiency Test item
- **Qualitative Scheme**: Identification or description of one or more quality characteristics of PT item
- **Sequential Scheme**: One or more PT items distributed sequentially for testing or measurement and returned to the provider at intervals
- **Simultaneous Scheme**: Distribution of PT items for concurrent testing or measurement within a defined time period
- **Single occasion exercise**: Provision of PT items on a single occasion
- **Continuous Scheme** : Provision of PT items at regular intervals

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Types of proficiency testing Schemes (as per ISO 13528:2022)

- **Sampling**: samples are taken for subsequent analysis & the purpose of PT Scheme includes evaluation of the execution of sampling
- **Data transformation and interpretation**: data or other information are furnished and the information is processed to provide an interpretation

Different purposes for interlaboratory comparisons, which can be addressed by PT schemes, including but not limited to

- Evaluation of the performance of laboratories for specific measurements, tests, calibrations, examinations, inspections or sampling;
- Identification of problems in laboratories that, for example, can be related to measurement or test methods, effectiveness of training and supervision of personnel, or calibration of equipment
- Establishment of the effectiveness of measurement or test methods and the comparability of measurement or test results
- Provision of additional confidence to users of measurement or test results

Different purposes for interlaboratory comparisons, which can be addressed by PT schemes, including but not limited to

- Evaluation of the performance characteristics of a measurement or test method (often described as collaborative trials);
- Assignment of values to reference materials
- Support for statements of the equivalence of measurements of National Metrology Institutes (NMIs), or their Designated Institutes (DIs) through “key and supplementary comparisons”, conducted on behalf of the International Bureau of Weights and Measures (BIPM) and associated Regional Metrology Organizations (RMOs).

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DEFINITIONS OF IMPORTANT TERMS

- **Assigned value** – Value attributed to a particular property or characteristic of a PT item- x_{pt}
- **Standard Deviation for Proficiency Assessment (SDPA) -** Measure of dispersion used in the evaluation of results of Proficiency Testing, based on available information – σ_{pt}
- **Measurement Error** – Measured quantity value minus reference quantity value
- **Maximum permissible measurement error (Limit of Error) Delta E (ðE)-** Extreme value of measurement error, with respect to a known reference quantity value, permitted by specifications or regulations for a given measurement, measuring instrument, or measuring system

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DEFINITIONS OF IMPORTANT TERMS

- **Z Score** – Standardised measure of performance, calculated using participant result, Assigned Value and the SDPA
- **Zeta (ζ) Score** – Standardised measure of performance, calculated using participant result, Assigned Value and the combined standard uncertainties for the result and Assigned Value
- **Normalized Error Score (En)** – Standardised measure of performance, calculated using participant result, Assigned Value and the combined expanded uncertainties for the result and Assigned Value
- **Proportion of Allowed limit Score (P_A)** – Standardised measure of performance, calculated using participant result, Assigned Value and criterion for measurement error in a Proficiency Test

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DEFINITIONS OF IMPORTANT TERMS

- **Action Signal** – Indication of a need for action arising from a PT result
- **Consensus Value** – Value derived from a collection of results in an interlaboratory comparisons
- **Outlier** – A member of a set of values which is inconsistent with other members of that set
- **Participant** – Person or organization that undertakes activities related to proficiency testing and submits their results for performance evaluation by the Proficiency Testing Provider
- **Proficiency Test item (PT Item) -** Sample, product, artefact, reference material, piece of equipment, measurement standard, object, image, data set or other information used for proficiency testing

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DEFINITIONS OF IMPORTANT TERMS

- **Proficiency Testing Provider (PT Provider)** – Organization which takes responsibility for all activities in the development and operation of a PT Scheme
- **Proficiency Testing Scheme** - Proficiency Testing designed and operated in one or more proficiency testing rounds for a specified area of measurement, testing, calibration, examination, sampling or inspection
- **Customer (Client)** - Organization or individual for which a PT Scheme is provided through a contractual arrangement
- **PT round** - Single complete sequence of proficiency testing including the evaluation and reporting of the performance of participants

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DEFINITIONS OF IMPORTANT TERMS

- **Reference Material (RM)** – Material, sufficiently homogeneous & stable with respect to one or more specified properties, which has been established to be fit for its intended use in a measurement process
- **Certified Reference Material (CRM)** – Reference material characterized by a metrologically valid procedure for one or more specified properties, accompanied by a certificate that provides the value of the specified property, its associated uncertainty, and a statement of metrological traceability

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DEFINITIONS OF IMPORTANT TERMS

- **Metrological Traceability** - Property of a measurement result whereby the result can be related to a reference through a documented unbroken chain of calibrations, each contributing to the measurement uncertainty
- **Measurement Uncertainty** - Non-negative parameter characterizing the dispersion of the quantity values being attributed to a measurand, based on the information used

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