Proficiency Testing Event Record

Document no.	Version	Effective date	Supersedes	Approved by (laboratory director)
PT-02	1.4			

PT program and event	
Analytes or tests	
Kit received (date, time, condition, initials)	
Storage before testing	
Program due date	

Step	Date and time	Performed by	Notes
Samples inspected and reconstituted or prepared per kit instructions			
Samples placed in the routine workload			
Testing performed on the routine instrument or method			
Results reviewed as patient results are reviewed			
Results entered on the program form or website			
Entries checked against instrument printouts by a second person			
Attestation signed by analyst and laboratory director			
Results submitted			
Remaining samples stored or discarded per policy			

Confirmation

- Samples were tested the same number of times as patient specimens: Yes / No
- No results were discussed with another laboratory before the due date: Yes / No
- No sample was sent to another laboratory: Yes / No

Signatures

Template source: CLIA Templates. The laboratory director must review, adapt and approve this document before use.

Role	Printed name	Signature	Date
Analyst			
Laboratory director			

Regulatory basis: 42 CFR 493.801(b).

Template notice. Checked against 42 CFR Part 493: 16 November 2026. This template is a starting point, not regulatory or legal advice. State, local and accreditation requirements may be stricter than CLIA.