

## **Instructions to participants for the interlaboratory study Compatibility on Fuel Oil iis17F03C**

- \* Please **confirm sample receipt** as soon as you have received this package and checked the contents, via [www.kpmd.co.uk/sgs-iis/](http://www.kpmd.co.uk/sgs-iis/). Please give date of receipt and press "save date" button. Please inform the Institute for Interlaboratory Studies (iis) immediately when something is wrong with the package and/or samples via [iisnl@sgs.com](mailto:iisnl@sgs.com).
- \* When the tin box has been damaged, please do not accept the package from the courier. Please note that we will only send a replacement sample at our cost when there is proof of the sample being damaged upon receipt. This means that the consignee must report a damaged sample immediately. The consignee should take pictures of how the package and tin box looked upon arrival. We need these pictures to claim costs from the forwarders. The consignee should always mark any damage (dents, rips, leakage etc.) on the outside of the packages on the consignment note from the courier when it is delivered. Even minor damages should be reported. Please send copies of consignment notes and the pictures via email to [nl.saman.iis@sgs.com](mailto:nl.saman.iis@sgs.com).
- \* This interlaboratory study concerns 1 sample of a prepared paper filter stored in a tin box, labelled #17268. The paper filter is for the rating of Compatibility in Fuel Oil only. You can check the test scope in round iis17F03C via [www.kpmd.co.uk/sgs-iis/](http://www.kpmd.co.uk/sgs-iis/).
- \* The sample is already prepared to use for compatibility rating, therefore, only an examination for evidence of suspended solids and rated for compatibility is needed. No further laboratory preparation on the sample is necessary.

### \* **Reporting of test results**

Within a time frame of five weeks test result can be entered or revised. **Please report your test result** via [www.kpmd.co.uk/sgs-iis/](http://www.kpmd.co.uk/sgs-iis/). Within the time frame you can add (or delete) the test result and/or change the test result. Please **do not forget** to hit the "Save/Submit" button after entering the test results. Please note that you will get a pop up to say that you have submitted your test results. You can check if your test results have been saved by logging out and logging in again. When your test results are still present it means that everything is OK and that your test results are received in good order.

- \* On the report page is a column, titled "reference method". In case a method is mentioned in this column, it will be used for the calculation of the z-scores. It is of utmost importance to know that it is **NOT mandatory** to use this 'reference method' as test method. When you normally (routinely) use a test method other than the reference method, please select the method that you used under "Actual Method Used". When your method is not mentioned under "Actual Method Used", please select "Other" and write the method that you used in the comments.
- \* **The official closing date for reporting test results for this PT is January 5, 2018.**
- \* After the official closing date it is no longer possible to enter or correct test results via the data entry website [www.kpmd.co.uk/sgs-iis/](http://www.kpmd.co.uk/sgs-iis/). When you cannot report via the website or for unforeseen reasons cannot report before the closing date, please inform the Institute for Interlaboratory Studies (iis).
- \* **For all communication (e.g. problems with the package/samples, login details for the data entry portal, not reporting in time) or any remarks/questions please contact:**

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