

Instructions to participants for the interlaboratory study Fuel Oil Compatibility iis23F03C

- * Please **confirm sample receipt** as soon as you have received this package and checked the contents via the data entry portal www.kpmd.co.uk/sgs-iis. Please give date of receipt and press the "Save Date" button. Please inform the Institute for Interlaboratory Studies (iis) immediately when something is wrong with the package and/or samples via nl.iis@sgs.com.
- * When a bottle has been broken, please do not accept the package from the courier. Please note that we will only send a replacement bottle at our cost when there is proof of the sample being broken upon receipt. This means that the consignee must report a broken bottle immediately. The consignee should take pictures of how the package and bottles 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 e-mail to nl.saman.iis@sgs.com.
- * This interlaboratory study concerns one package containing **2 different samples** of Fuel Oil, 1x 40 mL glass vial labelled #23278 sample A and 1x 40 mL glass vial labelled #23278 sample B. Please make a blend of both samples in a ratio of **2 parts of sample A** and **1 part of sample B**. The blend is to be tested and rated for compatibility against D4740 Adjunct Reference Spot Sheet. You can check the test scope in round iis23F03C via www.kpmd.co.uk/sgs-iis.
- * **Reporting of test results:**

Within a time frame of five weeks test results can be entered or revised. Please report your test results via www.kpmd.co.uk/sgs-iis. It is not necessary to enter all test results in one session. Within the time frame you can add (or delete) test results and/or change test results or units. 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. Please select the method that you used from the picklist under "Actual Method Used". When your method is not listed here, please select "Other" and write the method that you used in the comments.

In this round we ask some additional questions. Please complete these questions. It will help us to evaluate the results of the proficiency test. Thank you in advance.

The official closing date for reporting test results for this PT is December 29, 2023.

After the official closing date it is no longer possible to submit or correct test results via the data entry portal. When you cannot report via the portal 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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