



## Annex 5: Instructions for Reviewers – Draft Test Plan

Please review the enclosed draft test plan with reference to the evaluation criteria below, making comments on additional sheets as appropriate.

|                              |  |
|------------------------------|--|
| <b>Test plan title:</b>      |  |
| <b>Author:</b>               |  |
| <b>Submission date:</b>      |  |
| <b>Reviewer name:</b>        |  |
| <b>Review request date:</b>  |  |
| <b>Review returned date:</b> |  |

The method described in this draft test should be considered as a:

- New Method
- Additional Method
- Replacement Method
- Method Modification

### Evaluation Criteria (not all aspects will necessarily apply):

Is the test plan presented in the correct format?

- Yes  No

Is the nomenclature/taxonomy correct?

- Yes  No

Is the purpose of the method and need for validation adequately explained?

- Yes  No

Is the method description clear and unambiguous?

- Yes  No

Are parameters for accuracy, repeatability, reproducibility and uncertainty of the test method identified?

- Yes  No

Are relevant safety precautions adequate?

- Yes  No

Are any reagents and apparatus described or defined in performance terms?

- Yes  No

Are any reagents and apparatus described or defined in performance terms?

- Yes  No

Is the method described suitable for meeting the objective(s) of the test?  
Yes No

Are relevant critical steps/parameters identified?  
Yes No

Are parameters for quality control of method performance defined?  
Yes No

Are potential participating laboratories identified?  
Yes No

Are data analysis methods given appropriate?  
Yes No

Is a participant registration form included?  
Yes No

Are data record sheets and instructions for their completion included?  
Yes No

Are all tables, figures and terms sufficiently explained?  
Yes No

Are all references cited, and cited correctly?  
Yes No

***Please make any additional comments on a separate sheet.***

**Recommendations (delete as applicable):**

- a) Approve the Draft Test Plan without revision.
- b) Approve the Draft Test Plan following minor revisions.
- c) Defer a decision pending major revisions.
- d) Reject the Draft Test Plan.

Are you happy for your name to be revealed to the authors? Yes No