



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.

Test plan title:	
Author:	
Submission date:	
Reviewer name:	
Review request date:	
Review returned date:	

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 NA

Comments:

Is the nomenclature/taxonomy correct?

- Yes No NA

Comments:

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

Yes No NA

Comments:

Is the method description clear and unambiguous?

Yes No NA

Comments:

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

Yes No NA

Comments:

Are relevant safety precautions adequate?

Yes No NA

Comments:

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

Yes No NA

Comments:

Are any reagents and apparatus described or defined in performance terms?
Yes No NA

Comments:

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

Comments:

Are relevant critical steps/parameters identified?
Yes No NA

Comments:

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

Comments:

Are potential participating laboratories identified?
Yes No NA

Comments:

Are data analysis methods given appropriate?

Yes No NA

Comments:

Is a participant registration form included?

Yes No NA

Comments:

Are data record sheets and instructions for their completion included?

Yes No NA

Comments:

Are all tables, figures and terms sufficiently explained?

Yes No NA

Comments:

Are all references cited, and cited correctly?

Yes No NA

Comments:

Recommendations:

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

Are you happy for your name to be revealed to the authors?

Yes

No

Please make any additional comments in the box below.