


RIQAS

RANDOX INTERNATIONAL QUALITY ASSESSMENT SCHEME



**ENROLMENT DOCUMENT
HAEMATOLOGY PROGRAMME
RQ9118**

This document must be completed and returned to RIQAS

RIQAS

HAEMATOLOGY PROGRAMME

RQ9118

Lab. Reference Number _____

Please tick the correct option:

This is a new registration for Haematology

This is an update to an existing Haematology registration

If you wish to register multiple instruments, please complete separate enrolment documents for each instrument

On each document please state an instrument identification name here _____

Instrument Group Reports

Instrument group reports can be provided on request. Please contact RIQAS or your local Randox office or distributor for more details.

Inter-Laboratory Group Reports

To receive inter-laboratory group reports, please contact RIQAS directly.

Official Order No. required for UK & Ireland only - Please ensure official purchase order number accompanies enrolment documents

Official Order No. Date

Please indicate cycles required in boxes below

Cycle 47 March 2018 - August 2018 Cycle 48 September 2018 - February 2019

Cycle 49 March 2019 - August 2019 Cycle 50 September 2019 - February 2020

Primary Contact Details: (CAPITAL LETTERS ONLY)

(Reports will be posted to this address only if electronic option is not selected)

QA Officer

Laboratory / Hospital Name

Department

Postal Address

City State

Postal / Zip Code Country

Telephone Number Fax Number

Randox Office / Distributor

RIQAS HAEMATOLOGY PROGRAMME

REQUEST FOR ELECTRONIC CORRESPONDENCE

It is possible to register for RIQASNet, a web-based online method for result entry, viewing of released reports and addition or change of assay details. In addition, PDF reports can be e-mailed to up to 3 e-mail addresses. Internet access and login details are required for RIQASNet. A login will be supplied by RIQAS based on "e-mail address 1" below. It is also possible to receive a csv file containing the information found on the summary page of the routine report. If you choose not to use an electronic correspondence option, reports will be posted to the address stated on page 2

I wish to register for RIQASNet

I do not want to use RIQASNet but wish to receive PDF reports

I wish to receive printed reports only

I wish to receive a summary csv file

(csv files must be sent to the same email addresses as the PDF reports)

FOR RIQAS USE ONLY

RIQASNet No

Date added:

By:

PDF copies set to

csv copies set to

Primary Contact email for RIQASNet/PDF reports/summary csv files (Please write in capital letters only)

E-mail address 1:

E-mail addresses for additional PDF reports/summary csv files

E-mail address 2:

E-mail address 3:

Customer Declaration: By submitting this enrolment document to RIQAS, either directly or via my local Randox representative, I, (the customer of RIQAS) confirm that:

- 1) I have read and understood the RIQAS policies stated in the most recent Method Questionnaire associated with this programme.
- 2) I understand that the submission of this document to RIQAS marks the beginning of an on-going agreement, and subsequent cycles of product for this programme will be provided by RIQAS following receipt of my order via my local Randox Representative (or directly if a UK/Ireland participant)
- 3) I understand that I must inform RIQAS of any changes to my contact details, assay details or contract status
- 4) I authorise Randox Laboratories Ltd. to send communication related to the products and service provided to the e-mail or postal addresses stated on this document
- 5) I understand that I am permitted to request disclosure of, change or erase personal details held by Randox Laboratories Ltd. at any time.

REGISTRATION OF ASSAY DETAILS

It is possible to inform RIQAS of your chosen parameters and assay details by

- 1) Completing the 'REGISTRATION OF ASSAY DETAILS' on the following pages **OR**
- 2) Adding your own assay details using RIQASNet

Please select one of the following options

I wish to add my own assay details via RIQASNet once I have received my username, password and Lab Reference Number from RIQAS

(You do not need to complete the 'REGISTRATION OF ASSAY DETAILS' section of this document)

I wish to inform RIQAS of my assay details using this enrolment document

(please complete all remaining pages of the 'REGISTRATION OF ASSAY DETAILS' section)

For any further queries, please contact your local Randox office, Sales Representative or RIQAS directly.

Please contact RIQAS at

Tel: +44 (0) 28 9445 4399

Fax: +44 (0) 28 9445 4398

E-Mail: mail@riqas.com

RIQAS Scheme Co-ordinator: Stephen Doherty

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THIS PROGRAMME IS ACCREDITED BY
UKAS TO ISO/IEC 17043:2010



0010

