



**INSTITUTE OF PUBLIC ANALYSTS OF
NIGERIA (IPAN)**

**STANDARD OPERATING PROCEDURE
FOR RE-INSPECTION/REGISTRATION
OF LABORATORIES**

IPAN/RED/SOP: 2016

SOP-LBR 02

Issue No: 01

Issue Date: August 03, 2016

Revision No: 00

Revision Date: -----

Page No: 1 of 2

Approved By: Emmanuel C. Odega

Approved Date: August 25, 2016

1. PURPOSE

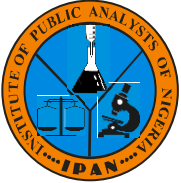
- 1.1 The purpose of this procedure is to verify if the necessary corrective actions issued to a laboratory as a result of the outcome of laboratory audit by the Institute have been implemented in accordance with the Institute's Registration of Analytical Laboratory Regulations 2013 (IRALR 2013)

2. SCOPE

- 2.1 Re-inspection of registered and interim registered Analytical Laboratories in Nigeria by the Institute of Public Analysts of Nigeria (IPAN).
- 2.1.1 This procedure applies to all registered and interim registered laboratories that are yet to fully comply with the required regulatory standard (IRALR 2013.)

3. PROCEDURE

- 3.1 For all Registered and Interim registered Analytical Laboratories in Nigeria
- 3.1.1 Notification letter to the Institute for re-inspection by laboratory supported with relevant documents as evidence that required corrective actions have been put in place.
- 3.1.2 Evaluation of submitted documents to confirm if the laboratory has satisfactorily complied with the (IRAL2013) not more than four (4) weeks.
- 3.1.3 Payment of Laboratory re-inspection fee.
- 3.1.4 Notification of mutually agreed date for Laboratory re-inspection not later than two (2) weeks of payment.

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		Page No: 2 of 2
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- 3.1.5 Laboratory re-inspection by a Team of IPAN Laboratory Auditors. Team may comprise not more than two (2) persons.
- 3.1.6 Preparation and submission of Laboratory re-inspection Report to Laboratory Registration Committee not later than seven (7) days after re-inspection.
- 3.1.7 Consideration of report/recommendation of Laboratory inspection Team by Laboratory Registration Committee.
- 3.1.8 Consideration of recommendations of Laboratory Registration Committee for Approval/Non-approval of registration of Laboratory by Governing Council.
- 3.1.9 Notification of laboratory on Approval/Non-approval by Governing Council.
- 3.1.10 Issuance of license of registration shall be for three (3) years from the date of approval.
- 3.1.11 Follow-up/monitoring of registered laboratories to ensure necessary practices are sustained takes effect six (6) months after approval thereafter yearly and license can be withdrawn if laboratory is found deficient in compliance with the required procedures.

