	INSTITUTE OF PUBLIC ANALYSTS OF NIGERIA (IPAN)	Issue No: 01
		Issue Date: June 10, 2016
	STANDARD OPERATING PROCEDURE FOR REGISTRATION OF LABORATORIES	Revision No: 00
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		Approved Date: July 19, 2016

1. PURPOSE

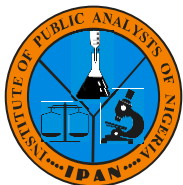
- 1.1 The purpose of this procedure is to ensure that all Analytical Laboratories meet the general requirements for the competence of Testing and Calibration Laboratories.

2. SCOPE

- 2.1 Registration of Analytical Laboratories in Nigeria by the Institute of Public Analysts of Nigeria (IPAN).
- 2.1.1 This procedure applies to all Analytical Laboratories that want to be designated, registered and fully licensed by IPAN as prescribed by the Institute's Registration of Analytical Laboratory Regulations 2013.

3. PROCEDURE

- 3.1 For all Analytical Laboratories in Nigeria
- 3.1.1 A Laboratory shall apply to the Institute for registration by obtaining an Application Form after paying the prescribed non-refundable fees.
- 3.1.2 Completed Application Form, Laboratory Quality Manual and other relevant documents shall be submitted to the Institute for processing. Unreturned application form becomes invalid after six (6) months of purchase or Collection.
- 3.1.3 Evaluation of returned application form and other documents not more than four (4) weeks after receipt. If necessary, the Institute shall seek further information from the laboratory in order to facilitate the processing of the application.
- 3.1.4 Notification of mutually agreed date for Laboratory inspection not later than three (3) months of submission of application form.
- 3.1.5 Laboratory inspection by a Team of IPAN Laboratory Auditors.



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- 3.1.6 Preparation and submission of Laboratory Inspection Report to Laboratory Registration Committee not later than seven (7) days after 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 laboratories on Approval/Non-approval by Governing Council.
- 3.1.10 Payment of prescribed Laboratory registration and Laboratory operation license fees by registered laboratories.
- 3.1.11 Where necessary, Follow-up Action [Corrective Action(s)] on the Laboratory Inspection by Laboratory Auditors.
- 3.1.12 Issuance of Laboratory License and seal.
- 3.1.13 Follow-up/monitoring of registered laboratories to ensure necessary practices are sustained takes effect from six (6) months – one (1) year after approval and license can be withdrawn if laboratory is found deficient in compliance with the required procedures.
- 3.1.14 Renewal of license of registration shall be three (3) years from the date of first approval.

APPROVED CHARGES FOR LABORATORY REGISTRATION

S/N	ACTIVITY	PRESENT CHARGES (₦)
1.	Application Form	10,000
2.	Inspection Fee	70,000
3.	Lab oratory Registration & License Fee	70,000
TOTAL		150,000

The cost fee for laboratory registration is One Hundred and Fifty Thousand Naira (₦150,000)

However, laboratory would be required to pay additional charges if:

- i) Registration was not successful
- ii) Laboratory registration requires re-inspection of laboratory facilities due to recommendation of the IPAN Audit Team. Re-inspection attracts a fee of Thirty Thousand Naira (₦30,000) only.
- iii) Laboratory Quality Manual is recommended for amendment/correction by the Secretariat after evaluation. This attracts a sum of Five Thousand Naira (₦5,000) only.