

### **Procedure for Adjustment to Instruments in the Network**

One of the strengths of the UK Grain Testing Network is the fact that the members are using the same calibration methods with adjustments based upon the common standardisation exercise that takes place prior to harvest. Individual biases on machines are sometimes required however they are not the norm.

Any adjustments required should be through agreement with the Network Technical Administrator. The procedure below must be followed prior to any adjustment being made.

- Any request for an adjustment to a Network calibration on an instrument within the Network must be made through the Technical Administrator (TA). If a member contacts the instrument supplier directly, they should be referred back to the TA.
- The member making the request must provide evidence (e.g. ring check results or suitable independent results) to the TA at the time of the request. The standardisation samples would be expected to be re-analysed as part of the evidence provided. Please note that if the TA is not available or cannot be contacted Appendix 1 should be used for contacting other nominated members of the Network.
- ***NOTE – standardisation samples require to be kept for the purpose of checking prior to any bias adjustment. If a substitute set of samples have to be supplied to the member if a set is lost or disposed of, a charge will be incurred for this.***
- TA will examine all the evidence supplied (this may include discussion with the member and instrument supplier) and if deemed appropriate agree an adjustment with the member. Any proposed adjustment must be agreed with at least 2 of the Network Committee members, in advance of replying to the member.
- If the member agrees with the TA, then the TA will inform the instrument supplier of the agreed adjustment.
- The TA will then contact the instrument supplier (on behalf of the member) to arrange for the agreed adjustment to be made and the instrument supplier will then inform the TA and member when the adjustment can be made.
- If the evidence is not acceptable to the TA or if further examination is deemed necessary, the TA will advise the member and inform the Network Chairman. The member can ask for the evidence to be presented to the Committee for a decision to overrule the TA.
- If after further examination the TA and 2 Committee members cannot agree an adjustment the member will be advised in writing of the decision.
- If the member goes against the decision of the Committee and continues with the adjustment (as is their right), their name will be listed on the ring check reports and the Network website as not having the current standard calibration.

- In such incidents, the instrument supplier will inform the TA of any adjustments made and when.

### **Appendix 1**

In the event of the Technical Administrator being unavailable or uncontactable with regards to a bias adjustment request the following members of the UK NIR Committee should be contacted.

<b>Name</b>	<b>Position</b>	<b>Contact Details</b>
Mark Blakemore	Chairman	07802 291171
Richard Denton	Committee Member	01476 862728