

Revised SAC Technical Notes

The following SAC Technical Notes have been revised and published on 8 March 2023:

- C&B and ENV 001 – Specific Requirements for Chemical & Biological Testing and Environmental Testing Laboratories
- FFT 01 – General Criteria for Testing of Health Related Properties of Foods

The revised SAC Technical Notes are available on the SAC website - <https://www.sac-accreditation.gov.sg/resources/sac-documents>.

The summary of changes are as below:

Document Name	Clause Changes	Effective date
Technical Notes C&B and ENV 001	Refer to table below	8 March 2023

Section / Clause No.	Section Name	Description of Proposed Changes
Overall	NA	Reorganized the document and included sub-categories for better clarity
1.1, 1.2	-	Editorial changes
2.1, 2.2	Scope	Included for clarity on scope of ENV and C&B. Aligned with scope in SINGLAS 004 Classification of tests.
Section deleted (ENV 001)	Sampling	Removal of section as sampling requirements are already addressed under ISO/IEC 17025:2017 Section 7.3 (Sampling) and 7.4 (Handling of Test or Calibration items)
3.1.4	Reagents and Culture Media	For use of reagents and culture media beyond the manufacturer's recommended shelf life, validation shall be performed by the laboratory to ensure that the quality of reagents and culture media does not affect the results of analysis.
3.1.9	Reagents and Culture Media	Requirement for verification of chemicals and solvents used in media preparation to be of appropriate quality and grade before use.
Section deleted (ENV 001)	Reagents and Culture Media	Removal of requirement that "All solvents shall be checked for GLC detectable contaminants before use in extraction and concentration analysis" from ENV 001.
Section deleted (ENV 001, C&B 001)	Reference Microorganisms	Removal of requirement that "The traceability requirements for reference materials in ISO/IEC 17025 are described in Clause 5.6.3.2".
Section deleted (ENV 001, C&B 001)	Retained Samples	Removal of section as retention of samples is already addressed under ISO/IEC 17025 Section 7.4 (Handling of Test or Calibration Items).
3.7.9	Cleaning of laboratory ware	Insertion of text in red font: Detergent residue checks shall also be performed before the initial use of a washing compound and whenever a new washing procedure is used. This is to ensure that glasswares are free inhibitory residues which may result in residual bacteriostatic action. (Refer APHA 9020).
4.1	Classification and Listing of Test Methods	New inclusion of section to specify how test methods shall be classified and listed in the SAC schedule.

4.2	Validation of methods	Removal of the clauses below as they have been incorporated in other clauses: <ul style="list-style-type: none"> All reagents for use in validation of methods shall be of an acceptable purity Replicated analyses shall be carried to ascertain the repeatability of analysis. Inclusion of a control sample in subsequent analyses will serve to check for deviations from the established method
4.2.2	Validation of test methods	Included clause that 'Matrix effect shall be adequately evaluated to ensure the accuracy of quantification'.
Section deleted (ENV 001)	Recoveries	Removal of section
5	Requirements for Evaluation of Measurement Uncertainty	New inclusion of section to specify requirements for evaluation of measurement uncertainty.
6	Infrequent Laboratory Activities	New inclusion of section for laboratories to plan for and produce records of performance checks to verify and demonstrate their continuing competence in accreditation of infrequent laboratory activities.
Section deleted (ENV 001)	Laboratory Personnel	Removal of section as requirements for qualifications of personnel are already addressed under ISO/IEC 17025:2017 Section 6.2 (Personnel).

Document Name	Clause Changes	Effective date
Technical Notes FFT 01	Refer to table below	8 March 2023

Section / Clause No.	Section Name	Description of Proposed Changes
1.2	Introduction & Scope	Editorial changes and update of revision numbers of documents
2.2	Test Facility, Organisation and Personnel	Editorial changes
2.4.1	Principal Investigator's Responsibilities	Editorial changes
2.5.3	Study Personnel's Responsibilities	Editorial changes
Deletion of sections (originally 3.1.1, 3.1.2)	Physical Facilities	Removal of sections as these are already addressed under ISO/IEC 17025:2017 Section 6.3 (Facilities and environmental conditions).
3.1.1	Physical Facilities	Inclusion of clause "Work areas in which the analysis is done shall preferably be separated from all other laboratory operations."
3.2.1, 3.2.2	Facilities for Handling Test	Change from "should" to "shall" for both clauses

	and Reference Items	
3.3	Staff Facilities	New inclusion of section
3.4.1	Archive Facilities	Change from “should” to “shall”
3.5.1	Waste Disposal Facilities	Change from “should” to “shall”
3.6.4	Safety	New inclusion of clause
3.7.1, 3.7.2	Biological Hazards and Control Safety	Change from “should” to “shall”
4.1, 4.4, 4.5	Laboratory Equipment	Removal of sections as these are already addressed under ISO/IEC 17025:2017 Section 6.4 (Equipment).
4.3	Reagents	No change in contents. Shifted from previous Section 8.
7.6	Examination Procedures for Testing of Primary Samples Collected from Test Subjects	Change from “should” to “shall”
8.2	Assuring Quality of Examination Procedures – Quality Control and Proficiency Testing	Inclusion of clause “The quality control data shall be reviewed at regular intervals that may detect trends in examination performance that may indicate problems in the examination system.”
8.3	Assuring Quality of Examination Procedures – Quality Control and Proficiency Testing	<ul style="list-style-type: none"> • Change from “should” to “shall” • Inclusion of clause “Test facilities shall refer to Technical Note PROF- 001 for details on participation in PT programmes.” to replace “Please refer to MOH guidelines for the list of recommended proficiency testing organizers.”
10.1	Retention of records	<ul style="list-style-type: none"> • Incorporation of records required from deleted section 10.2 to 10.1 (p) to (t) • Inclusion of minimum retention period of 6 years for records
Deletion of section (originally 10.2)	Retention of records	Incorporated into Section 10.1
	References	<ul style="list-style-type: none"> • Updated revision numbers for references • Removal of ISO/DIS 26642 which has not been referenced in the Technical Note
	Table 1	Updated table to align with requirements in C&B and ENV 02.