

Instructions to participants for the interlaboratory study Dissolved Gas Analysis (DGA) in Transformer Oil iis18L14

- * **Please confirm sample receipt** as soon as you have received and checked the contents of this package via www.kpmd.co.uk/sgs-iis/. Please give date of receipt and press "save date" button. Please give date of receipt and press "save date" button. Please inform the Institute for Interlaboratory Studies (iis) immediately when something is wrong with the package and/or samples via iisnl@sgs.com.
- * When the syringe has been broken, please do not accept the package from the courier. Please note that we will only send a replacement syringe at our cost when there is proof of the sample being broken upon receipt. This means that the consignee must report a broken syringe immediately. The consignee should take pictures of how the package and bottles looked upon arrival. We need these pictures to claim costs from the forwarders. The consignee should always mark any damage (dents, rips, leakage etc.) on the outside of the packages on the consignment note from the courier when it is delivered. Even minor damages should be reported. Please send copies of consignment notes and the pictures via email to nl.saman.iis@sgs.com.
- * This interlaboratory study concerns one airtight syringe of 50 or 100 mL with Transformer Oil labelled #18234 dependent on your registration. In rare cases there could be a small gas bubble visible in the oil in the syringe. Often the bubble will redissolve within 24 hours. Gently rolling the syringe may facilitate the dissolution. However, also when the bubble stays present, please test the sample as if no bubble is present. As the gas in the oil will be in equilibrium with the gas in the bubble, we expect to see no large effects by the presence of this bubble as it was the case in proficiency tests of previous years. You can check the test scope in round iis18L14 via www.kpmd.co.uk/sgs-iis/.
- * Please treat the sample **as if it was a routine sample**. Each laboratory is advised to report only those components you routinely report (but you are allowed to report all components if you like).
- * **Reporting of test results**
Within a time frame of five weeks test results can be entered or revised. Please report your test results via www.kpmd.co.uk/sgs-iis/. It is not necessary to enter all test results in one session. Within the time frame you can add (or delete) test results and/or change test results or units. Please **do not forget** to hit the "Save/Submit" button after entering the test results. It is strongly recommended to login again and to verify if all your test results are present.
- * On the report page is a column, titled "reference method". In case a method is mentioned in this column, it will be used for the calculation of the z-scores. It is of utmost importance to know that it is **NOT mandatory** to use this 'reference method' as test method. When you normally (routinely) use a test method other than the reference method, please select the method that you used under "Actual Method Used". When your method is not mentioned under "Actual Method Used", please select "Other" and write the method that you used in the comments.
- * Please report the analytical results using the indicated units. It is possible to report in the last column the analytical results rounded in accordance with the standard method that was used and in the first result column the same analytical results but less rounded. Please note that it is not mandatory to report both 'rounded' and 'unrounded' test results. The 'unrounded' test results are preferably used for our statistical evaluations. However, the 'rounded' test results will be used in case the 'unrounded' test results are not reported. We suggest to report at least one extra significant figure in order to give more meaningful statistical evaluations. For example, when you use IEC60567 for the determination of Hydrogen and you found a test result of 490.232 µl/l, we request you to report 490 µl/l in accordance with IEC60567 and 490.2, 490.23 or 490.232 µl/l as 'unrounded' test result.
- * Please complete the additional questions. It will help us to evaluate the results of the proficiency test. Thank you in advance.
- * It is also requested not to report 'less than' test results, which are above the detection limit, because such test results cannot be used for meaningful statistical calculations.
- * **The official closing date for reporting test results for this PT is December 7, 2018.**
- * After the official closing date it is no longer possible to enter or correct test results via the data entry website www.kpmd.co.uk/sgs-iis/. When you cannot report via the website or for unforeseen reasons cannot report before the closing date, please inform the Institute for Interlaboratory Studies (iis).
- * **For all communication (e.g. problems with the package/samples, login details for the data entry portal, not reporting in time) or any remarks/questions please contact:**

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