



# Heads Up

Issue: 6

Date: Nov. 2, 2010

To: All ACLASS Customers, Assessors, and Interested Parties

From: Mike Weisrock, Bill Hirt, and Terry Burgess

Re: Naming Files for Upload to EQM

We have learned that there are many non-number or letter characters that should not be used in file names or other entries in the ACLASS EQM database. Rather than list all the characters that cause problems and potentially miss some, we want to require in this notification the following file-naming format that does work.

Let us use the examples of the three common attachments to reports in the EQM system: the OPIE sheet, the final verified scope draft, and the PT Summary Form 15.

For naming, the OPIE sheet (Scope Matrix) for ABC lab's surveillance assessment should be given the format [ABCLab-SA10-OPIE.doc](#) or [ABCLab-SA10-Matrix.doc](#).

The scope name should be [ABCLab-SA10-ScopeRevised-date.doc](#). Also, for scopes, please highlight any changes that have been made. We can easily identify these revisions, and this speeds up the processing for that visit and report, keeping our customers happy with their assessors and with ACLASS.

When revising a calibration scope, be sure to attach CMC budgets in EQM as well. A name for the uncertainty budget file might be [ABCLab-SA10-CaliperCMC.xls](#).

The proficiency testing summary file should follow the format [ABCLab-SA10-Form15-date.doc](#).

When the laboratory submits its attachment files as part of its corrective action evidence, a naming format that is EQM-friendly is [ABCLab-SA10-1-Procedure.doc](#). This would represent a procedure submitted for finding number 1 from the surveillance activity in 2010.

By using the above naming examples, we can eliminate the risk of losing documents in the system.

Thanks to all in advance.