



Government Laboratory  
Proficiency Testing Scheme (GLHK PT 26-01)  
Vehicle Wraps/Paint Examination

**Instructions for Participants**

**1. Objectives**

The proficiency testing (PT) scheme “Vehicle Wraps/Paint Examination” is organised by the Government Laboratory of the Government of the Hong Kong Special Administrative Region. The main objectives of the PT scheme are to provide an analytical forum for examiners in the field of trace evidence examination and to evaluate the competency of participating laboratories which provide such testing services to their clients.

**2. Eligibility and Procedure for Registration**

The scheme will be opened for trace evidence examiners working in government laboratories or agencies outside Hong Kong. Interested laboratories should complete the **Registration Form** and return it to Government Laboratory (E-mail: [diornng@govtlab.gov.hk](mailto:diornng@govtlab.gov.hk)) on or before **30 April 2026**.

**3. Analysis of the PT Items**

Each participating laboratory will receive one set of PT items which consisting of a questioned paint chip and two control paint chips. Upon receiving the PT items, please complete the **Item Receipt Form** and return it to GLHK (E-mail: [diornng@govtlab.gov.hk](mailto:diornng@govtlab.gov.hk)). If the PT items are found to be unsuitable for analysis, a replacement sample unit will be provided.

Participants should handle the PT items in the same manner as their routine samples. They are expected to use their preferred method (accredited, validated, in-house, etc.), which should align with the method used in their routine operations. The PT items should be stored at general laboratory condition, i.e. 20 +/- 5 °C and a relative humidity of less than 85%.

For this PT scheme, it is not necessary to return the untested PT items. Participation in this scheme is free of charge.

For safety considerations, the PT items should be handled with care to prevent injury from the sharp edges of the paint chips.



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#### 4. Reporting and Submission of Results

Participants should complete the *Result Proforma* and provide the information about the method(s) of analysis.

Participants should ensure that any submitted results are considered final, and they should thoroughly check the results before submission. The *Result Proforma* should be submitted electronically to GLHK (E-mail: [diornng@govtlab.gov.hk](mailto:diornng@govtlab.gov.hk)) on or before the deadline of **24 August 2026**. Results submitted after the deadline will not be accepted. Within 5 working days after the submission of results, participants will receive an email confirming the receipt of the *Result Proforma*. If participants do not receive acknowledgement of their result submission, they should contact the organiser.

#### 5. Performance Evaluation

The performance of the participants would be considered satisfactory if their results agreed with the known nominal properties i.e. the participants reported correctly the questioned paint chip were / were not originated from the control paint samples Item 2 and Item 3. The performance of the participants would be considered unsatisfactory if they report false positive / negative results. For participants who give inconclusive results, no performance evaluation would be provided by the organizer.

#### 6. Issue of Report

An interim report containing the participants' reported results and relevant data etc. will be issued to participants for checking the data entry of results submitted. The *Final Report* regarding the performance of participating laboratories will be distributed to the participants. The report will only disclose the code number assigned to the designated participating laboratory, and the identity of participants in this PT scheme will be kept confidential. A summary of the final report will be posted on the GLHK webpage for public information.

#### 7. PT Scheme Schedule

The schedule for the various phases of the PT scheme is as follows:



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<b>Phase</b>	<b>Period</b>
Call for Participation	5 March 2026
Deadline for Registration	30 April 2026
Dispatch of Sample	8 May 2026
Deadline for Submission of Results	24 August 2026
Distribution of Interim Report	September 2026
Distribution of Final Report	November 2026

## 8. Confidentially

The GLHK is committed to maintaining strict confidentiality regarding the characteristic properties of the PT items distributed and the performance of the participating laboratories. To ensure confidentiality, participants will receive reports containing all results for assessment without identifying individual laboratories. A code number will be assigned chronologically upon receipt of the **Registration Form** for this PT scheme and provided only to the contact person/authorised person of the participating laboratory and/or respective accreditation body.

In general, all information on participants' performance shall not be disclosed to any third party unless prior agreement with the concerned participants has been obtained or applicable laws or regulations stipulate such disclosure. The GLHK, the PT provider for this PT scheme, shall also take into consideration local regulatory requirements for the disclosure of confidential information. GLHK may disclose any relevant information to the Hong Kong Accreditation Service for accreditation purposes, as required, with the consent/agreement obtained from participating laboratories through completion of the **Registration Form** for this PT scheme.

The PT scheme is conducted with the expectation that participants will perform the analysis and report results with scientific rigour. Collusion between participating laboratories and falsification of results will lead to the exclusion of the laboratories' results from the reports.

## 9. Contact

If participants have any further enquiries or wish to raise a complaint, they may contact Dr. P.K. NG (Tel: (852)-2762 3755 or E-mail: [diornng@govtlab.gov.hk](mailto:diornng@govtlab.gov.hk)) or Dr. W.M. LEE (Tel: (852)-2762 3759 or E-mail: [wmllee@govtlab.gov.hk](mailto:wmllee@govtlab.gov.hk)). Established procedures will be followed to investigate the complaint.

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