



INSTITUT KIMIA MALAYSIA

MALAYSIAN INSTITUTE OF CHEMISTRY

(Inaugurated on 8 April 1967, incorporated under Chemist Act 1975 on 1 November 1977)

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President: Datuk ChM Dr Soon Ting Kueh

31 May 2021

Dear Laboratory Managers,

RE: 2021 IKM LABORATORY EXCELLENCE AWARD

1. Application for the 2021 IKM Laboratory Excellence Award is now open to chemical laboratories with registered chemist(s).
2. The Award is to recognize any laboratory which operates a quality system that meets the standard of MS ISO/IEC 17025 as well as laboratory safety and health standards.
3. Application for the Award is on voluntary basis.
4. The IKM Laboratory Excellence Award is awarded on yearly basis.
5. The application fee is RM1,000 which is not refundable. The Application and Self-Declaration Form (Form A) can be downloaded from IKM website:

https://docs.google.com/forms/d/e/1FAIpQLSe6AFy9toWKBBrKCl0evTkrsE24PhJl6suoK1M_414CYU1XGCg/viewform?usp=pp_url
6. All applications must reach IKM Secretariat latest **by 5.00 p.m. on 30 June 2021**. Laboratory assessment is expected to be carried out from **July 2021 until September 2021**. The award criteria are attached.

Please include **the steps taken (if any) to address the comments by assessors during the 2020 assessment of your laboratory** when submitting your application.

Thank you.

ChM Li Hui Ling
Chairperson
2021 IKM Laboratory Excellence Award Committee

IKM LABORATORY EXCELLENCE AWARD

1. In 1986 the Institute introduced the IKM Laboratory Accreditation Award for chemical laboratories. Later in 1994 it was renamed as the IKM Quality Award. The award was to accord recognition to laboratories that have achieved competency in the practice of analytical work. The award was then renamed as IKM Laboratory Excellence Award in 2001.
2. This award was designed to ensure the laboratory's commitment to achieve excellence in providing quality and competent testing services pertaining to local legislation especially in the fields of health, safety and environment.
3. Participating laboratories are required to operate a quality system according to the requirements as stipulated in MS ISO/IEC 17025. The requirements include:
 - appropriate management structure for implementation and monitoring of the quality system;
 - adequate control of test samples, sufficient and right resources for the scope of works; and
 - implement an effective quality assurance/control programmes to ensure validity of test results.
4. The award also requires laboratories to operate with safety and health features in the workplace. This includes:
 - good laboratory design to facilitate safe operation;
 - staff responsible to health and safety aspects of laboratory;
 - hazard communication;
 - operation control over hazardous chemical and waste;
 - safe use of equipment; and
 - complying with local laws and regulations.
5. Details of the requirements are listed in the **Application and Self Declaration Form (Form A)**.

Laboratories meeting the criteria will be awarded a certificate. In addition, a plaque will be awarded to laboratories which have in the past been continuously awarded the IKM Laboratory Excellence Award or the IKM Quality Award for a specified number of years.

The plaque will be awarded in the following 3 categories:

- | | | |
|--|---|----------|
| • IKM Laboratory Excellence Silver Award | - | 10 years |
| • IKM Laboratory Excellence Gold Award | - | 15 years |
| • IKM Laboratory Excellence Platinum Award | - | 20 years |
| • IKM Laboratory Excellence Diamond Award | - | 25 years |

IKM PRESIDENT LABORATORY AWARD

This is a new category of award which will be **awarded once every 3 years** to laboratories with excellent achievement in the development of the professionalism and practice in chemistry. The first IKM President Laboratory Award was awarded in 2014, second in 2017 and third in 2020. **The fourth IKM President Laboratory Award will be awarded in 2023.** Laboratories which have been awarded the **IKM Laboratory Excellence Award for 3 continuous years** and have shown significant improvements and achievements will be nominated by the assessors for the **IKM President Award in 2023.**