	COGNOSMED LABORATORIES PRIVATE LIMITED 2 nd Floor, AIC- Bihar Vidyapith ,Sadaquat Ashram Kurji, Patna- 800010 E.Mail ID: cognosmedlabs@gmail.com contact us: 880 9030 666 www.cognosmed.com		
Format Name	Sample Testing Policy		
Documents No.	CML/Policy/STP/V-1.0	Copy No.	01
Issue Date	02/01/2025	Revision No.	00
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Amend No.	00	Amend Date	Nil
Approved & Issued By	Management	Prepared By	Admin

SAMPLE TESTING POLICY

1. Purpose

This Sample Testing Policy ensures standardized, accurate, and reliable testing of Food , Water & AYUSH products at Cognosmed Laboratories Pvt. Ltd., in compliance with **FSSAI, AYUSH, BIS, NABL (ISO/IEC 17025:2017)** and other applicable regulatory frameworks.

2. Scope

This policy applies to:

- **Food products** (raw, processed, packaged, nutraceuticals, spices, oils, dairy, etc.)
- **Water** (Drinking water & Raw Water)
- **AYUSH products** (Ayurvedic, Unani, Siddha medicines, herbal raw materials, extracts, powders, tablets, syrups, Avleh, Oil etc.)

3. Sample Submission Requirements

Clients must ensure:

1. **Proper Packaging:**
 - Samples should be sealed, contamination-free, and appropriately labelled.
2. **Mandatory Information:**
 - Client name, address, contact details (Mobile No. & Email ID)
 - Sample name, batch number, MFG/EXP date
 - Required test parameters
 - Quantity of sample
3. **Sample Receiving Hours:**
 - Monday to Saturday: 10:00 AM – 6:00 PM
4. **Sample Condition:**
 - Perishable samples must be refrigerated.
 - Hazardous/chemical samples must be clearly marked.


4. Chain of Custody

- Every sample received is entered into the **Sample Receiving Register/Excell sheet/LIMS**.
- A unique **Sample code (S-xxxx)** is assigned.
- This number is used throughout the testing cycle, ensuring traceability and integrity.

5. Testing Standards & Methods

Cognosmed Lab follows:

- **FSSAI Regulations**
- **BIS / IS Standards**
- **Ayush Pharmacopoeia / API / AFI**
- **AOAC, ISO, ASTM** approved methods

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- Validated in-house methods where permitted

All tests are performed using NABL-approved methods/Inhouse method to maintain accuracy, precision, and reliability.

6. Turnaround Time (TAT)

- Standard testing TAT: **3–7 working days**
- Special / complex analysis: **7–15 working days**
- Emergency testing: Available on request (additional charges applicable)

7. Sample Retention Policy

- Retention of tested samples: **15–30 days**, depending on nature of sample
- Microbiological samples are retained for **48–72 hours only**
- Samples not suitable for retention (perishable/volatile) may be disposed earlier
- Clients may request return of remaining samples (where applicable)

8. Quality Assurance

- All tests are carried out under **NABL-accredited quality systems**
- Instruments undergo regular calibration & maintenance
- Internal Quality Control (IQC), PT/ILC participation ensures accuracy
- Confidentiality and impartiality are strictly maintained

9. Reporting


- Test Results are issued only to the concerned client
- Reports include:
 - ✓ Sample details
 - ✓ Testing methods
 - ✓ Results with units
 - ✓ Compliance status (Pass/Fail as per standard)
 - ✓ Authorized signatory
- Reports cannot be altered or reissued without verification and approval

10. Confidentiality

Cognosmed Lab strictly maintains client confidentiality as per **ISO/IEC 17025**.
No data or results will be shared without written permission.

11. Safety & Compliance

- All samples must meet safety regulations during transport & handling
- No prohibited, illegal, or unknown samples will be accepted

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- Biohazardous samples are accepted only with prior information

12. Payment & Billing

- Full payment must be made at the time of sample submission unless credit terms are approved
- Testing charges vary based on parameters and complexity
- No refunds after analysis has begun

13. Disposal of Samples


- Samples are disposed of safely following lab SOPs
- Hazardous, chemical, or biological waste is handled as per environmental regulations

14. Disclaimer (Applicable in Test Report)

- The results are related only to the tests performed on the sample. Endorsement of the product is neither inferred nor implied.
- This report is not to be reproduced wholly or in part and forbidden to be used as evidence in court of law and ought not to be used in any advertising media without our special permission in writing.
- Sample will be retained for 30 days from date of reporting of the sample.
- Total liability of our test lab is limited to the invoice amount.
- Report refers to the sample received by Cognosmed Laboratories Private Limited unless mentioned otherwise.

14. Term & conditions (Applicable in Test Request form)

- Cognosmed Lab treats all information received from customer in strict confidence as per quality manual.
- Cognosmed Lab will conduct tests as specified in the Test Request Form as approved by customer.
- The sample description given in test report is solely based on declaration provided by the sample provider.
- In case sample(s) provided by a third party or is provided in an unsealed condition, Cognosmed Lab neither takes responsibility nor liability about the genuineness, contents and representative nature of the sample(s) nor about the declared brand name, manufacturer's & re-packer's name and these details would not be mentioned in the test report.
- The test report will set forth the findings solely with respect to the samples and information provided by the customer at the time of submitting test request. Unless specified or indicated in the test report, the results in the report are not anticipated to be indicative or representative of quality and characteristics of the lot from which the test sample(s) is drawn.
- Cognosmed Lab report "Conformity to Specification or Standard" in case where

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measurement uncertainty has an impact on statement of conformity, accordingly Decision Rule shall be applied.

- By signing this document or placing any work order, the Customer confirms that he/she accepts the applicable Cognosmed Lab General Conditions of Service.
- The completion of the services shall be evidenced by issuing a test report to the customer as specified in Sample requisition form. The company may delegate/ assign the performance of all or a part of the services to a subcontractor as and when required.
- The party/customer placing the order takes the responsibility of any/all payment due to Cognosmed Lab in case the other party Invoiced mentioned in Test Request Form doesn't make the due payment.
- The test report is intended for exclusive use of the customer and shall not be published or used for advertising or replicated for distribution to other clients without prior consent of Cognosmed Lab.

Ajay Kumar

Authorized By
(Management)

Cognosmed Laboratories Private Limited