

A129 - CALA Assessment FTP Procedure
Revision 1.0 - April 23, 2013



CALA

Laboratory Accreditation

Introduction

FTP stands for File Transfer Protocol. An FTP client is used as an interface to an FTP site. (is analogous to an Email client (i.e. Outlook) acting as an interface to an email server). An FTP client can be used to provide documents to CALA in fulfilling assessment requirements and allowing assessors to prepare for an assessment.

FTP Software Set-up

Contact your System Administrator about installing and configuring an FTP client. If you do not have an FTP client, we recommend FileZilla. Download and install FileZilla <https://filezilla-project.org/>

1. In FileZilla, enter the following on the Quickconnect bar:
 - * Host: cala.ca
 - * Username: *supplied in email from CALA*
 - * Password: *supplied in email from CALA*
2. Click Quickconnect
3. File menu --> "Copy Current Connection to Site Manager"
4. Give it a relevant name

Access your saved connection at File menu--> "Site Manager"

Successful Connection

Following a successful connection, you will see the following five folders:

1. Quality Manual
2. SOPs and Method Validation
6. Responses
7. Additional Responses
- Miscellaneous

Some guidelines:

- Please notify CALA (ksmith@cala.ca) only when a folder is fully populated.
- Do not delete any folder. WE DO NOT BACK UP THESE FOLDERS.
- Folder number inconsistency is correct and is used for CALA administration.
- To open a folder, double click on folder name. To go back, click the ".." folder.
- Drag-and-drop documents (from your computer to the FTP client or vice-versa).
- "2. SOPs and Method Validation" folder contains subfolders.
- Subfolders can be created in each folder.
- "Miscellaneous" is used for CALA Administration.

