[Organization logo]

[Organization's Name]

Commented [170251]: All fields in this document marked by square brackets [ ] must be filled in.

TESTING REPORT PROCEDURE

Code:	
Version:	0.1
Created by:	
Approved by:	
Date of version:	
Signature:	

Commented [170252]: Adapt to the existing practice in organization.

Distribution List for Paper-based Documents

Commented [17A3]: This is only necessary if document is in paper form; otherwise, this table should be deleted.

Copy No.	Distributed to	Date	Signature	Returned	
				Date	Signature

Change History

Commented [170254]: This is only necessary if document is in paper form; otherwise, this table should be deleted.

Date	Version	Created by	Description of change
	0.1	17025Academy	Basic document outline

Table of Contents

1. Purpose, Scope and Users

The purpose of this procedure is to outline the requirements for writing test reports, for both external and internal use of [organization name], that meet the requirements of ISO/IEC 17025:2017 for reporting test results.

This procedure applies to all tests performed for customers.

Users of this procedure are laboratory personnel who provide final test reports to the internal or external laboratory customers on their order or request.

2. References

- ISO/IEC 17025:2017; Clause 7.8.1, 7.8.2, 7.8.3, 7.8.5, 7.8.6, 7.8.7 and 7.8.8
- Quality Manual
- Sampling Procedure
- Document and Record Control Procedure

Commented [17A5]: You will find this document in the ISO 17025 Toolkit folder "03_Quality_Manual".

Commented [17A6]: You will find this document in the ISO 17025 Toolkit folder "12_Sampling".

Commented [17A7]: You will find this document in the ISO 17025 Toolkit folder "00_Document_and_Record_Control".

3. Test Report Procedure

3.1. Test Reports

[Job Title] must ensure that all test reports are provided to the customer accurately, clearly unambiguously and objectively.

Commented [170258]: Laboratory or Quality manager.

Reports include all information agreed upon with the customer and necessary for the interpretation of [illegible]

Commented [170259]: Customer can decide what sort and presentation of results wants to have on a report.

[illegible] readily available within the laboratory.

Each test report includes the following information, unless [job title] has a valid reason for not doing so. [illegible]

Commented [1702510]: The form of test report template is within the domain of the organization but following the proper information bellow.

Commented [1702511]: Laboratory or Quality manager.

Commented [1702512]: In case of deviations or exclusions from the method or external providers etc.

- Test report title.
- The name and address of the laboratory.
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]

- The date of receipt of the test items or the date of sampling, where this is critical to the validity and application of the results.
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- Clear identification when results are from external providers.

[Job title] is responsible for all information provided in the test report, except for the information that is provided by the customer.

Commented [1702513]: Laboratory or Quality manager.

[illegible]

When [organizations name] has not been responsible for the sampling stage (e.g. the sample was [illegible]

[illegible] include the following additional information:

Commented [1702514]: In case when necessary for the interpretation of the test results according to sampling procedure.

- The date of sampling.
- Unique identification of the item, substance, material or product sampled.
- [illegible]
- [illegible]
- [illegible]
- [illegible]

[illegible]

- Additions to deviations or exclusions from the test method, and information on specific test conditions, such as environmental conditions.
- [illegible]
- [illegible] a specification limit.
- Where appropriate, opinions and interpretations (see 3.3).

- Additional information which may be required by specific methods, authorities, customers or groups of customers.

3.2. Statements of conformity

When a statement of conformity to a specification or standard for test is provided, [job title] documents the decision rule employed, taking into account the level of risk (such as false accept and false reject and statistical assumptions) associated with the decision rule employed, and then applies the decision rule.

[Job title] reports on the statement of conformity such that the statement clearly identifies:

a. To which results the statement applies.
b. Which specifications, standard or parts thereof are met or not met.
c. The decision rule applied (unless it is inherent in the requested specification or standard).

3.3. Opinions and Interpretations

The opinions and interpretations expressed in testing reports and certificates must be based on the results obtained from the tested item and must be clearly marked as such. When opinions and interpretations are expressed, [job title] must ensure that only personnel authorized for expression of opinions and interpretations release the respective statement in the reports. [Job title] documents the information upon which the opinions and interpretations have been made. A record of discussion must be kept if opinions and interpretations are discussed verbally with a customer.

3.4. Amendments to Reports

When an issued report needs to be changed, amended or re-issued, any change of information must be clearly identified. Amendments to a report after issue must only be made by [job title] in the form of a further document or data transfer that includes the statement

"Amendment to Test Report, serial number or (or as otherwise identified)" or an equivalent form of wording.

Such amendments meet all the requirements of the international standard. When necessary to issue a complete new report, [job title] uniquely identifies and adds a reference to the original that it replaces.

4. Test Records

All test reports become official technical records, both hard copies and electronic copies, and must be kept on file to support regulatory and customer requirements, for a period of time which is agreed to within the contract.

Documents associated with test reports, i.e. data collection sheets, calculations, opinions and interpretations, amendments and statements of conformity become part of the official test report record and must be filed together.

Commented [1702515]: Laboratory or Quality manager.

Commented [1702516]: Laboratory or Quality manager.

Commented [1702517]: Laboratory or Quality manager.

Commented [1702518]: E.g. Such as the interpretation of an x-ray, where a layman would not fully understand the result.

Commented [1702519]: Laboratory or Quality manager.

Commented [1702520]: Laboratory or Quality manager.

Commented [1702521]: An example would be a change

5. Managing Records Kept on the Basis of this Document

Document or record name	Identification	Storage		Responsibility
		Retention time	Location	
Test Report	Test report number	As agreed in the contract	[office of [job title]	[job title]
Testing Records	Customer files	As agreed in the contract	[office of [job title]	[job title]
Copies of issued certificates	Customer files	As agreed in the contract	[office of [job title]	[job title]

Commented [1702522]: Testing reports and certificates are issued on formal organization letterhead and include all the requirements of the standard with reference to the accreditation registrar and their logo.

Commented [17A23]: Please alter these records to match what you already have in your company. If you do not have similar records, you can create a new one in the format that suits you best.

Commented [1702524]: If the record is in electronic form, write the name of the folder on [job title] computer.

Commented [1702525]: These documents are always official documents printed on company letterhead that contain the applicable information in paragraph 3 as well as specific information required by the laboratory's accreditation registrar. The contents of certificate is within the domain of the organization.

Commented [1702527]: Usually the laboratory´s manager.

Commented [1702526]: E.g. Testing Laboratory Office for copies kept by the testing laboratory.

Commented [1702528]: Each laboratory organization makes own rules and requirements about writing of testing records, compulsory by each testing method.

Commented [1702529]: Retained copies of records, reports and certificates that were sent to the customer.