



TPS 48

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General Principles to be Applied for Multiple Reports from a Single Source of Test Data

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1 INTRODUCTION

- 1.1 In certain industry sectors, the branding of a product is extremely important and certain end users want to ensure that any documentation supporting their products only bears their name. They do not want to show the client of the testing to be an intermediary or a marketing organisation (that may be unrelated to themselves), and they wish the identity of the product to be their brand name or identifier.
- 1.2 This issue was initially raised as a result of testing of particular products in support of EC Directives, involving what can be described as “type testing” where one item of a production run or batch is tested and the test report from that occasion is used to support conformity with a Directive. However, the principles may also apply to other situations.
- 1.3 The issue is not restricted to the UK. The following principles have been discussed and accepted within the European co-operation for Accreditation.

2 SCOPE

- 2.1 This policy applies only to testing and not calibration.

3 POLICY

- 3.1 The general principles to be applied are as follows:
 - a) More than one test report may be issued based on a single set of test results so long as the reports each have a unique, different report number.
 - b) Where more than one report is issued, the details of the client and general description of the item tested may be different, but each report must reference the unambiguous identification of the item tested, such as the serial number or sample identity number (which shall be the same on each report).
 - c) Any changes made to the original contract (including confidentiality requirements), for example, to issue additional reports some time after the original testing, must be agreed in writing by all parties to the original contract review.
 - d) The laboratory retains responsibility for any changes made to the original report (that was issued based on the test results).
 - e) The laboratory must continue to fulfil its obligations under ISO/IEC 17025 to ensure that its actions are appropriate. Any decision, for example, to subsequently issue a further test report without retest must have borne close scrutiny and be demonstrably documented.
- 3.2 It is clear that a cornerstone of the above being allowable is that the item tested has a unique and unambiguous identification that itself is not altered in the process of issuing more than one report. This, and the records held by the laboratory, may need to be assessed closely where a test laboratory has issued more than one report.