



TPS 37

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Simplified Test Reports

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CHANGES SINCE LAST EDITION

A marginal line indicates changes from previous edition.

1 PURPOSE AND DURATION

- 1.1 This publication states UKAS policy for ensuring that simplified test reports do not mislead users with respect to deviations from, additions to, or exclusions from the test method.

2 RATIONALE

- 2.1 It is a requirement of ISO/IEC 17025 that results are reported accurately, clearly, unambiguously and objectively. The standard further requires that where necessary for the interpretation of the test results the report includes deviations from, additions to, or exclusions from the test method.
- 2.2 The standard also allows for the provision of simplified reports with the written agreement of the client. It is important that the extent of simplification does not itself lead to ambiguity in reporting. One area where this is a significant risk is if the simplified report does not make clear that the test method/specification was not fully covered by the test programme. To avoid ambiguity any statement of compliance on the report should be qualified to make clear that it does not apply to the whole test method/specification but only to part of modification thereof.

3 POLICY

- 3.1 When simplified reports contain a statement of compliance but the test programme deviated from the test method/specification a qualifying statement shall be included to make this clear. For example:

This report applies only to the following part(s) of the test method/specification [refer to clauses], or

This report does not cover clause(s) [refer to clauses] of the test method/specification, or

This report is based on a test programme modified with respect to the test method/specification

or similar.

Contact

For further information about this Technical Policy Statement contact the Assessment Manager for your laboratory or the UKAS Information Helpdesk (Tel: 020 8917 8400).