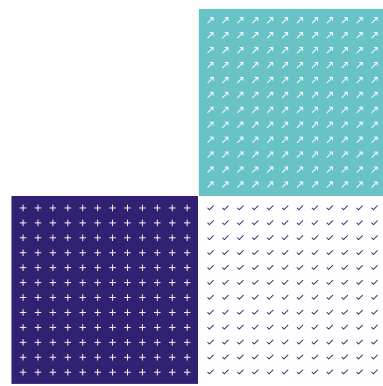


TPS 37

Edition 6 February 2024

Simplified test reports



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Changes since last edition

Inclusion of ISO 15189 (Medical laboratories) within the policy.

Addition of reference to UKAS publication GEN 6 (Reference to Accreditation).

1. Purpose

This publication states UKAS policy for ensuring that simplified test reports do not mislead users with respect to the following:

- i) Reference to accreditation
- ii) Deviations from, additions to, or exclusions from the test method.

2. Rationale

- 2.1 It is a requirement of ISO/IEC 17025 and ISO 15189 that results are reported accurately, clearly and unambiguously. The standards further require that the report shall include all information necessary for the interpretation of the results including information required by the method used. Specific requirements on reference to UKAS accreditation are provided in UKAS publication GEN 6 *Reference to Accreditation and Multilateral Recognition Signatory Status by UKAS Accredited Bodies*; these also apply to simplified test reports.
- 2.2 The standards also allow for the provision of simplified reports with the agreement of the client / user. It is important that the extent of simplification does not itself lead to ambiguity in reporting. One area within testing 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 conformity 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 conformity 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: 01784 429000).