

**From NIST-QM-I-V10 (12/27/2016)**

**Reports of Test or Calibration shall, at a minimum, contain or be in accordance with the following:**

- a title (e.g. "Report of Test/Calibration");
- the first page shall be on NIST letter head or be equivalently identified as originating from NIST;
- the NIST Calibration Services test or calibration number, service id number; if required, the complete specification of a special test, either explicitly or by reference;
- the Test Folder number;
- all pages shall be numbered and the last page designated as the end of the report;
- the name and address of the client;
- a description and identification of the item(s) tested or calibrated;
- a description of the calibration method;
- the date(s) of performance of the test or calibration;
- the test or calibration results with, where appropriate, the units of measurement;
- a statement of uncertainty of each measurement result;
- the conditions (e.g. environmental) under which the calibrations were made that have an influence on the measurement results;
- evidence that the measurements are traceable;
- the name(s), function(s) and signature(s) or equivalent identification of person(s) authorizing the report
- when necessary, a statement that the results apply only to the items tested or calibrated;
- the name of the person(s) performing the measurements and analyses; and
- an explanation of the proper use and interpretation of the reported results, as necessary (this can be in the form of an addendum).

**Certificates for Standard Reference Materials shall, at a minimum, contain or address the following:**

- name of material;
- reference material code and batch number;
- description of the SRM;
- intended use;
- instructions for the correct use of the material;
- certified values and their uncertainties;
- methods used to obtain property values (text says with full details [or reference to such] where the values are dependent on the method of measurement); and
- period of validity.