

# Calibration Certificate and Test Report Review Template

ISO/IEC 17025:2005 (NIST HB 143:2007), Section 5.10 - Reporting the Results

X = Nonconformity      C = Comment										
<b>LAB NAMES:</b>										
5.10.1										
<b>Test Reports and Calibration Certificates</b> Include at least the following information, unless valid reasons for not										
5.10.2 a)										
5.10.2 b)										
5.10.2 c)										
5.10.2 d)										
5.10.2 e)										
5.10.2 f)										
5.10.2 g)										
5.10.2 h)										
5.10.2 i)										
5.10.2 j)										
5.10.2 k)										
<b>Test Reports</b> In addition to 5.10.2, test reports shall include the following										
5.10.3.1 a)										
5.10.3.1 b)										
5.10.3.1 c)										
5.10.3.1 d)										
5.10.3.1 e)										
<b>Test Reports</b> Containing the results of sampling										
5.10.3.2 a-f)										
<b>Calibration Certificates</b> In addition to 5.10.2, where necessary										
5.10.4.1 a)										
5.10.4.1 b)										
5.10.4.1 c)										
5.10.4.2										
5.10.4.3										
5.10.4.4										
<b>Opinions and Interpretations</b>										
5.10.5										
<b>Format of Reports and Certificates</b>										
5.10.8										
<b>Amendments to Test Reports and Calibration Certificates</b>										
5.10.9										
* Participants that apply tolerances										

# Calibration Certificate and Test Report Review Template

ISO/IEC 17025:2005 (NIST HB 143:2007), Section 5.10 - Reporting the Results

<b>Criteria Guide</b>	
5.10.1	Reported accurately, clearly, unambiguously and objectively; in accordance with method instructions; include all info requested by customer, necessary for interpretation of the results, & required by the method
<b>Test Reports and Calibration Certificates</b> Include at least the following information, unless valid reasons for not	
5.10.2 a)	Title
5.10.2 b)	Laboratory name & address; location where tests/calibrations carried out, if different from lab
5.10.2 c)	Unique certificate/test report ID (e.g., SN #); ID on each page; clearly ID document end Note: Hard copies should include page number and total number of pages
5.10.2 d)	Customer name & address
5.10.2 e)	ID method used
5.10.2 f)	Description of, the condition of, & unambiguous identification of the item(s) calibrated/tested
5.10.2 g)	Item(s) receipt date where critical to validity/application of results; date(s) of cal/test performance
5.10.2 h)	Reference to sampling plan & procedures used where relevant to validity or application of results
5.10.2 i)	Calibration/test results with units of measurement, where appropriate
5.10.2 j)	Name(s), function(s) & signature(s) or equivalent ID of person(s) authorizing the certificate/report
5.10.2 k)	Where relevant, a statement to the effect that the results relate only to the items tested or calibrated Note: Recommend statement shall not be reproduced except in full, without written lab approval
<b>Test Reports</b> In addition to 5.10.2, test reports shall include the following	
5.10.3.1 a)	Deviations, additions, exclusions from method; info on specific test conditions (e.g., environmental conditions)
5.10.3.1 b)	Statement of compliance/non-compliance with requirements and/or specifications, where relevant
5.10.3.1 c)	Statement on estimated uncertainty, where applicable; uncertainty info needed when: relevant to results validity/application, customer's instructions requires, or uncertainty affects specification limit compliance
5.10.3.1 d)	Opinions and interpretations, where appropriate and needed
5.10.3.1 e)	Additional information which may be required by specific methods, customers or groups of customers
<b>Test Reports</b> Containing the results of sampling	
5.10.3.2 a-f)	Sampling date, ID substance, material or product, location, diagrams, sketches, photographs; reference plan & procedures; environmental conditions; method/procedure, deviations, additions, or exclusions from specification
<b>Calibration Certificates</b> In addition to 5.10.2, where necessary	
5.10.4.1 a)	Calibration conditions (e.g., environmental) that have an influence on the measurement results
5.10.4.1 b)	Uncertainty and/or statement of compliance with an identified metrological specification or its clauses
5.10.4.1 c)	Evidence that the measurements are traceable
5.10.4.2	Relate only to quantities/ results of functional tests. IF compliance statement is made: ID clauses met/not met & account for uncertainty; Record & maintain results for reference if results/uncertainties omitted
5.10.4.3	Report before and after adjustment or repair results, if available, when adjusted/repair are made
5.10.4.4	No calibration interval on certificate/label except if agreed w/customer (superseded by legal regulations)
<b>Opinions and Interpretations</b>	
5.10.5	Document basis of opinions and interpretations when included; clearly mark them
<b>Format of Reports and Certificates</b>	
5.10.8	The format shall be designed to accommodate each type of test or calibration carried out and to minimize the possibility of misunderstanding or misuse
<b>Amendments to Test Reports and Calibration Certificates</b>	
5.10.9	Amendments after issue made as further document/data transfer with statement, meet all requirements; New report/certificate is uniquely identified & reference to the original that it replaces