Title: Reporting of Results

SOP-IMS-42 V1

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Document History

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1. Scope

1.1 Laboratory results shall be recorded in such a way that any trends shall be detectable and alert operators before results can be reported. The laboratory shall use traceable standards and reference material as controls and ensure that all critical equipment is functioning correctly and within range (see SOP-QA-33 – Critical Equipment).

2. Responsibilities

Technical Manager
Monitor trends in laboratory results and oversee the use of standards and reference material for all testing within scope.

Operators
Ensure all critical equipment and reagents are within range.

Quality Assurance Manager
Audit laboratory activities to ensure compliance with above.

3. Procedure

Quality Control
3.1 Reference material or Quality Control material shall be used for every batch of tests reported and this shall be recorded to permit comparison between batches and identification of any drift.

3.2 The Technical Manager shall monitor all results from test batches before release and confirm that controls are within pre-defined criteria before reporting.

3.3 Any batch of results which do not meet the requirements of 3.2 shall be repeated and investigated to identify the potential cause of the failure.

3.4 Where external proficiency testing is available for a test the laboratory shall consider participation in such a scheme. Only those proficiency testing providers which meet the requirement of ISO/IEC 17043:2010 (Conformity assessment – General requirements for proficiency testing) shall be used. This shall be overseen by the Technical Manager and Quality Assurance Manager (QAM).

3.5 If the laboratory shall not participate in external proficiency testing, as detailed in 3.4, the laboratory may participate in interlaboratory comparisons (Ring Trial) scheme with other laboratories providing similar testing. This should be overseen by Technical Manager and Quality Assurance Manager (QAM).

Key to symbols  📌 = Important point to note  🔴 = Warning

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**Test Reports**

3.6 The Technical Manager (or nominated deputy) shall authorise all laboratory results before release.

3.7 Results shall be reported in a report format that meets the requirements of the customer and shall include any additional data required to interpret the result(s). Reports shall be retained securely for an agreed period as Technical Records by the laboratory.

3.8 If the report also contains results not covered by the scope of accreditation these shall be clearly identified as such on the report.

3.9 If the report also contains results which have been sub-contracted, these shall be clearly identified as such on the report.

3.10 Test reports shall use an accepted template stating ‘Test Report’ and may include the following:

- Name and address of the laboratory;
- Unique identifier;
- Customer’s contact information;
- Method used;
- Description of the test material (sample as received);
- Date of receipt;
- Date of testing;
- Date of report issue;
- Identification of any information supplied by the customer and out with the laboratory’s control;
- A statement that the results relate only to the item(s) tested;
- Unit of measurement;
- Any opinions or interpretation provided;
- Any Measurement Uncertainty that is appropriate;
- Additional information as appropriate;
- Person authorising the report.

⚠️ If agreed with the customer reports may be reported in a simplified form but the above must be available.

3.11 Where reports require amendment or issue of a new report these shall be clearly identified as such. Any information that has changed from the original shall be clearly identified and the reason for change highlighted.

4. **Abbreviations and definitions**

**QAM**
Quality Assurance Manager

5. **Related documentation and references**

SOP-IMS-33  Critical Equipment
SOP-IMS-40  Use of Accreditation Mark
SOP-IMS-41  Measurement Uncertainty

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