

## TEST RECORDS & REPORTS

Test records and reports shall be completed in a timely manner by the technician performing the test procedure. A second member of the technical staff shall be responsible for checking the information and calculations for accuracy.

Test reports shall include the following information:

- Date
- Name of Material
- Place of Origination
- Job Name / Number
- Sample Identification
- Client
- Name of the Tester
- Test Method performed
- Reported Values

Test records and reports shall be maintained by \_\_\_\_\_.

For each test method performed, data shall be recorded on a method-specific worksheet, and final data transferred to a summary test report. This summary report shall be reviewed and signed by the Laboratory Manager or representative before submittal to the client.

Test records and reports shall be maintained \_\_\_\_\_.

If an amendment or correction must be made to a test record after submittal to the client, information must be attached stating the reason for the amendment, and a copy of both the original and amended report included in the file.

All reports, worksheets, etc. must be kept for a period of at least 5 years unless otherwise required by contract.