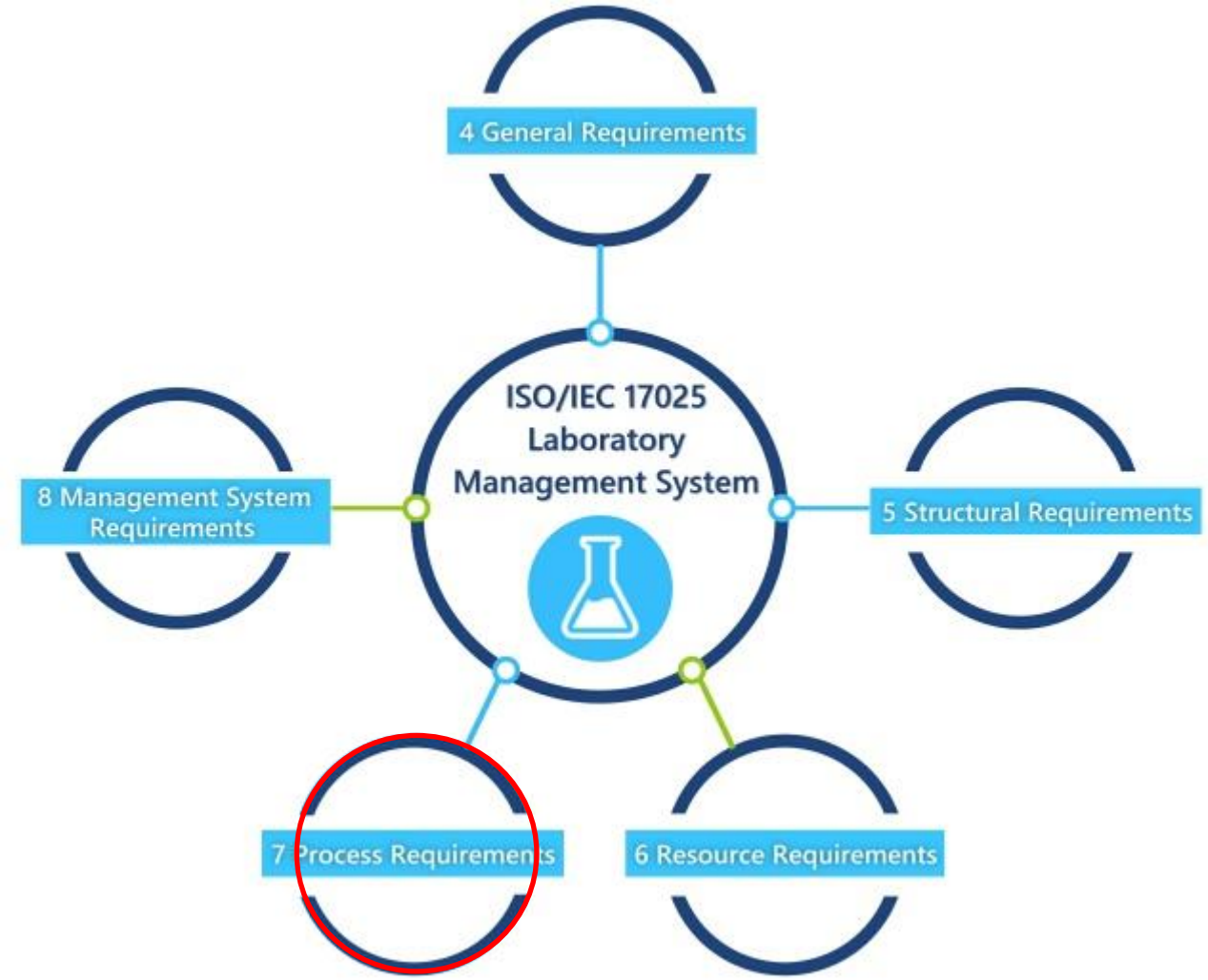
L14 Test Report Requirements

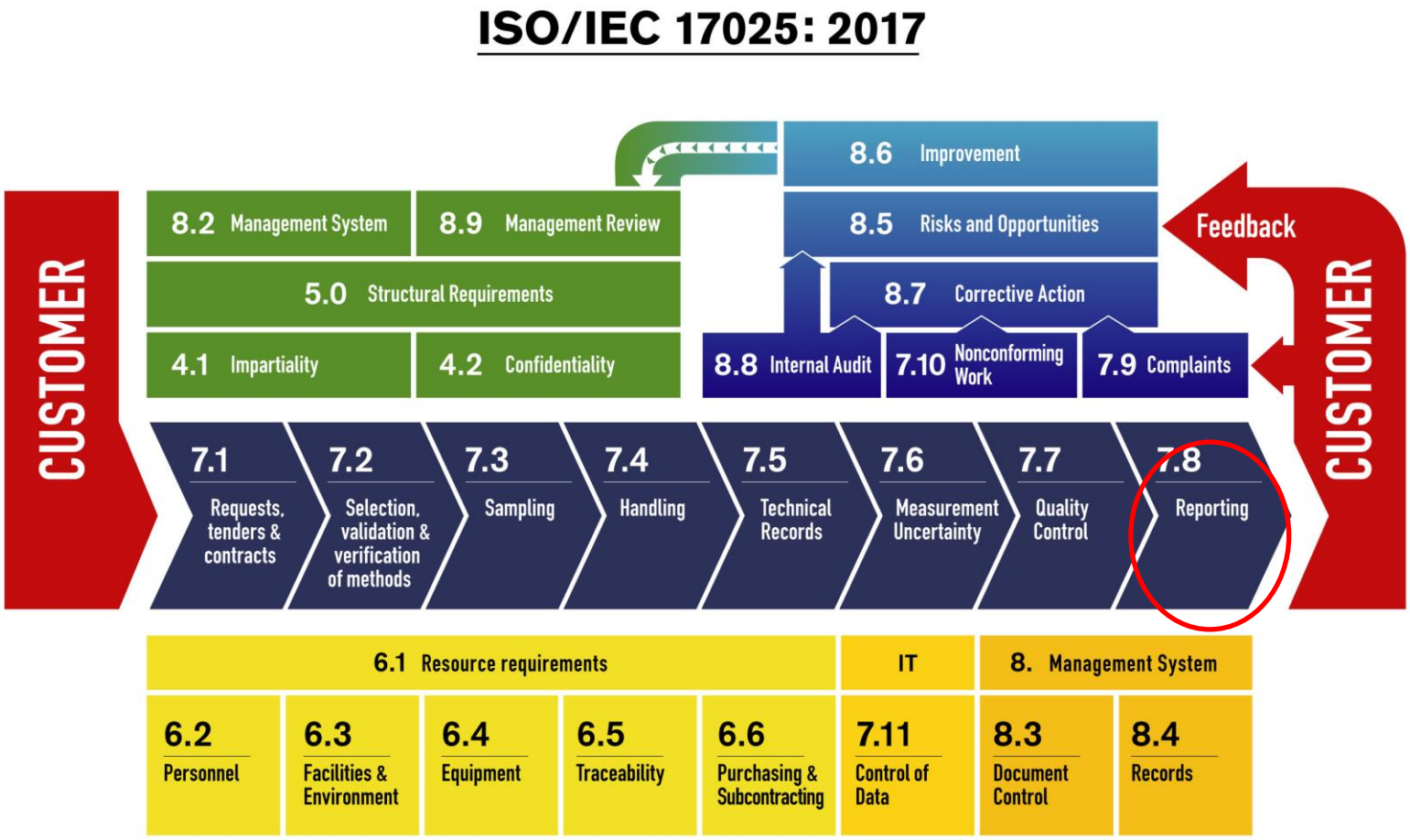
IAEA

International Atomic Energy Agency

7 Process Requirements



Structure


ISO/IEC 17025: 2017
CUSTOMER
8.2 Management System
8.9 Management Review
5.0 Structural Requirements
4.1 Impartiality
4.2 Confidentiality
8.6 Improvement
8.5 Risks and Opportunities
8.7 Corrective Action
8.8 Internal Audit
7.10 Nonconforming Work
7.9 Complaints
Feedback
CUSTOMER
7.1 Requests, tenders & contracts
7.2 Selection, validation & verification of methods
7.3 Sampling
7.4 Handling
7.5 Technical Records
7.6 Measurement Uncertainty
7.7 Quality Control
7.8 Reporting
6.1 Resource requirements
IT
8. Management System
6.2 Personnel
6.3 Facilities & Environment
6.4 Equipment
6.5 Traceability
6.6 Purchasing & Subcontracting
7.11 Control of Data
8.3 Document Control
8.4 Records

Objectives

In this lecture we will discuss:

- the content of measurement or test reports
- the appropriate format for measurement or test results
- the ways of transmitting a test report to the customer
- the way of changing an already transmitted test report.

Report layout

The laboratory should devise a layout of its reports recognizing:

- reporting to the customer in an understandable and accurate way so that the user can interpret the results correctly.
- requirements of regulating bodies
- requirements of standards
- internal rules of reporting within the organization
- § 7.8 includes the information required to be included in the test reports, calibration certificates or sampling reports, although generally for an IMS or a SSDL sampling is not relevant.

Common requirements for reports – example of IMS - § 7.8

- A title (e.g. “Dose record” “dose results”, “external dosimetry results”);
- The name and address of the IMS;
- The location of performance of the IMS activities;
- The page number and total number of pages;
- The customer's name or identification and contact information;
- An identification of the test or calibration method (code of the internal procedure or identification of the standardised method that applies).

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Source: EURADOS Report 2015-04

Common requirements for reports – example of IMS - § 7.8

- A description, unambiguous identification, and, when necessary, the reception condition of the dosemeters (e.g.: lost, damaged, …)
- The reception date of the dosemeters is not essential for IMS purposes. Nevertheless, the exposure period is critical to the application of the results, so that it has to be included in the report;
- The date of dosemeters reading;
- The results with the units of measurement (in same cumulative over a year).
- In the case of test reports, measurement uncertainty or reference to a general document where uncertainty is described
- The date of issue of the report;
- Identification of the person(s) authorising the report

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Source: EURADOS Report 2015-04

Common requirements for reports – example of IMS - § 7.8

- The results from external providers (subcontracting e.g. for neutrons) should be clearly identified.
- A statement must be included that the results refer only to the tested dosemeters.
- The information provided by the customer must be clearly specified and it must be indicated that the IMS is not responsible for such information.
- Additional information which may be required by specific methods, by law, by customers or authorities (accreditation or regulatory bodies) should be included, for example: (e.g. reporting level, regulation, etc).

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Source: EURADOS Report 2015-04

Common requirements for reports – example of IMS - § 7.8

- In the case that opinions and interpretations are included in the report of results, they must be clearly identified as such on the report. IMS must document the basis on which those opinions or interpretations have been made. IMS must ensure that only authorised personnel issue such opinions or interpretations. The position that can express opinions and interpretations must be identified.
- In the case that statements of conformity are included in the report of results, the results to which the statement of conformity applies must be clearly identified. The specifications (or standards) that are met or not met, and the applied decision rule must be included.

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Source: EURADOS Report 2015-04

Common requirements for reports – example of IMS - § 7.8

- If an issued report needs to be changed or amended, a new report must be issued with new identification and a reference to the original report it replaces must be included ("Supplement to Test Report, serial number ...). The changes or amendments made have to be clearly identified and, if appropriate, the reason for the change must be included in the report.
- If there is an agreement with customer in place, the results can be reported in a simplified manner. In that case all information related to the reported results should be readily available.
- A copy of all of the reports issued must be kept as a technical record. The storage time depends on the legal or contractual obligations. It can be defined by the regulatory authorities or by the client.

Specific requirements for calibration report

- Environmental conditions
- The uncertainty of measurement and or statement of compliance
- The measurement traceability
- The results before and after any adjustment or repair, if available the results before and after any adjustment or repair, if available

Transmitting a test report

- Oral only as info.
- Results report must be in writing.
- Transmission:
  - Letter
  - Electronic media
    - E-mail
    - FAX
    - Storage media, Website