Pursuant to accreditation requirement ANAB AR 3128 standard 7.8.1.3.1, when results are reported in a simplified way, the agreement with the customer shall specify which information in 7.8.2 to 7.8.7 of ISO/IEC 17025:2017 and ANAB will not be included in a written report or through electronic access.

ISO 17025:2017 & ANAB Report Requirements		Report	Case File
7.8.2.1	a) a title (e.g. “Test Report”, “Calibration Certificate” or “Report of Sampling”);	X	
	b) the name and address of the laboratory;	X	
	c) the location of performance of the laboratory activities, including when performed at a customer facility or at sites away from the laboratory’s permanent facilities, or in associated temporary or mobile facilities;	X	
	d) unique identification that all its components are recognized as a portion of a complete report and a clear identification of the end;	X	
	e) the name and contact information of the customer;	X	
	f) identification of the method used;	X	
	g) a description, unambiguous identification, and, when necessary, the condition of the item;	X	
	h) the date of receipt of the test or calibration item(s), and the date of sampling, where this is critical to the validity and application of the results;	X	
	i) the date(s) of performance of the laboratory activity;	X	
	j) the date of issue of the report;	X	
	k) reference to the sampling plan and sampling method used by the laboratory or other bodies where these are relevant to the validity or application of the results;		X
	l) a statement to the effect that the results relate only to the items tested, calibrated or sampled;	X	
	m) the results with, where appropriate, the units of measurement;	X	
	n) additions to, deviations, or exclusions from the method;		X
	o) identification of the person(s) authorizing the report;	X	
	p) clear identification when results are from external providers.	X	
7.8.2.2	The laboratory shall be responsible for all the information provided in the report, except when information is provided by the customer. Data provided by a customer shall be clearly identified. In addition, a disclaimer shall be put on the report when the information is supplied by the customer and can affect the validity of results. Where the laboratory has not been responsible for the sampling stage (e.g. the sample has been provided by the customer), it shall state in the report that the results apply to the sample as received.	X (When applicable)	
7.8.3.1	In addition to the requirements listed in 7.8.2, test reports shall, where necessary for the interpretation of the test results, include the following:		
	a) information on specific test conditions, such as environmental conditions;	X	
	b) where relevant, a statement of conformity with requirements or specifications (see 7.8.6);	N/A	
	c) where applicable, the measurement uncertainty presented in the same unit as that of the measurand or in a term relative to the measurand (e.g. percent) when:	N/A	
	— it is relevant to the validity or application of the test results;		
	— a customer's instruction so requires, or		
	— the measurement uncertainty affects conformity to a specification limit;		
	d) where appropriate, opinions and interpretations (see 7.8.7);	X	
	e) additional information that may be required by specific methods, authorities, customers or groups of customers.	Identified in Project Guidelines or Other Documentation	

	ISO 17025:2017 & ANAB Report Requirements	Report	Case File
7.8.3.1.c).1	The measurement uncertainty shall: a) be included in the report or an annex to the report when it impacts the evaluation of a specification limit stated by a regulatory body, a statute, case law, or other legal requirement; b) include the measured quantity value, y, along with the associated expanded uncertainty, U, and the coverage probability; c) be in the format of y ± U; d) be limited to at most two significant digits, unless there is a documented rationale for reporting additional significant digits; and e) be reported to the same level of significance (i.e., same number of decimal places or digits) as the measurement result.	N/A	
7.8.3.1.1	If a regulatory body, statute, case law or other legal requirement specifies the format for the reporting of a result or prohibits including measurement uncertainty in the report, the forensic service provider shall: a) have objective evidence of the regulation, statute, case law or other legal requirement; and b) have a process for applying the measurement uncertainty at the established level of confidence prior to reporting the result.	N/A	
7.8.3.2	Where the laboratory is responsible for the sampling activity, test reports shall meet the requirements listed in 7.8.5 where necessary for the interpretation of test results.	See 7.8.5	
7.8.4	Specific requirements for calibration certificates	N/A	
7.8.4.1	In addition to the requirements listed in 7.8.2, calibration certificates shall include the following: a) the measurement uncertainty of the measurement result presented in the same unit as that of the measurand or in a term relative to the measurand (e.g. percent); b) the conditions (e.g. environmental) under which the calibrations were made that have an influence on the measurement results; c) a statement identifying how the measurements are metrologically traceable (see Annex A); d) the results before and after any adjustment or repair, if available; e) where relevant, a statement of conformity with requirements or specifications (see 7.8.6); f) where appropriate, opinions and interpretations (see 7.8.7).	N/A	
7.8.4.1.a).1	The measurement uncertainty shall: a) include the measured quantity value, y, along with the associated expanded uncertainty, U, the coverage factor, and the coverage probability; b) be in the format of y ± U; c) be limited to at most two significant digits, unless there is a documented rationale for reporting additional significant digits; and d) be reported to the same level of significance (i.e., same number of decimal places or digits) as the measurement result.	N/A	

	ISO 17025:2017 & ANAB Report Requirements	Report	Case File
7.8.4.1.1	If a regulatory body, statute, case law or other legal requirement specifies the format for the reporting of a calibration result or prohibits including measurement uncertainty in the calibration certificate, the forensic service provider shall: a) have objective evidence of the regulation, statute, case law or other legal requirement; and b) have a process for applying the measurement uncertainty at the established level of confidence prior to reporting the calibration result.	N/A	
7.8.4.2	Where the laboratory is responsible for the sampling activity, calibration certificates shall meet the requirements listed in 7.8.5 where necessary for the interpretation of calibration results.	N/A	
7.8.4.3	A calibration certificate or calibration label shall not contain any recommendation on the calibration interval, except where this has been agreed with the customer.	N/A	
7.8.4.4	If applicable, a label (in addition to the calibration certificate) attached to a calibrated item shall not give the impression that the item itself is approved and shall include: a) the name of the accredited calibration laboratory or its accreditation certificate number; b) the unambiguous identification of the item calibrated; c) the date of the current calibration; and d) cross reference to the calibration certificate issued in respect to the calibration.	N/A	
7.8.5	Reporting sampling – specific requirements		
	Where the laboratory is responsible for the sampling activity, in addition to the requirements listed in 7.8.2, reports shall include the following, where necessary for the interpretation of results:		
	a) the date of sampling;		X
	b) unique identification of the item or material sampled (including the name of the manufacturer, the model or type of designation and serial numbers, as appropriate);	X	
	c) the location of sampling, including any diagrams, sketches or photographs;		X
	d) a reference to the sampling plan and sampling method;		X
	e) details of any environmental conditions during sampling that affect the interpretation of the results;	N/A	
	f) information required to evaluate measurement uncertainty for subsequent testing or calibration.	N/A	
7.8.5.d).1	If statistical sampling is used, the report shall contain the confidence level and corresponding inference regarding the population.	N/A	
7.8.6.1	When a statement of conformity to a specification or standard is provided, the laboratory shall document the decision rule employed, taking into account the level of risk (such as false accept and false reject and statistical assumptions) associated with the decision rule employed, and apply the decision rule.	N/A	
7.8.6.2	The laboratory shall report on the statement of conformity, such that the statement clearly identifies: a) to which results the statement of conformity applies; b) which specifications, standards or parts thereof are met or not met; c) the decision rule applied (unless it is inherent in the requested specification or standard).	N/A	

ISO 17025:2017 & ANAB Report Requirements		Report	Case File
7.8.7.1	When opinions and interpretations are expressed, the laboratory shall ensure that only personnel authorized for the expression of opinions and interpretations release the respective statement. The laboratory shall document the basis upon which the opinions and interpretations have been made.	X	
7.8.7.2	The opinions and interpretations expressed in reports shall be based on the results obtained from the tested or calibrated item and shall be clearly identified as such.	X	
7.8.7.3	When opinions and interpretations are directly communicated by dialogue with the customer, a record of the dialogue shall be retained.		X