



SOP ON REPORTING OF RESULTS

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SOP ON REPORTING OF RESULTS

1. Scope

This procedure describes instructions to ensure that test results are reported as accurately, clearly, unambiguously and objectively as possible in a test or sampling report. It describes the steps related to processing of analytical data into reports, reviews and authorisations prior to release.

Test and sampling reports shall include all information provided and agreed with the client necessary for interpretation of the results as well as information pertaining to the method.

2. Policy

It is the policy of ACL to provide its clients with documented reports either in hardcopy or electronic form which convey the test and or sampling data in a clear and an unambiguous way.

The analytical or sampling report shall be in compliance with the requirements of ISO/IEC 17025:2017 and in a manner not to jeopardise confidentiality to the client.

3. Instruction

- a) The lab shall establish a unique identification coding for all its report certificates to avoid frauds. The format will include;
 - i. Title of the report
 - ii. Name and address of the laboratory.
 - iii. Reference of the report on each page and page numbering at the bottom.
 - iv. Name and address of the customer. Customer reference code and Laboratory code number, shall match for each sample on the report. The lab codes includes AA, AE, AF, QP, QS, QW, QA, QD, QF, CA, PW, EW, CM, FM and QM. (Refer to the Contract Review SOP- G0503).
 - v. Date of receipt of sample(s), analysis and reporting dates.
 - vi. Results shall be reported correct to two decimal places or as specified by client and be reported in SI units. In cases where the common reporting of results is



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understood as non-SI units (due to the customer's understanding), both units shall be included in the test report.

- vii. A description of or condition of the item tested {samples(s)} at the time of receipt
 - viii. The identification of the method used/SOP number of method used
 - ix. In case the laboratory staff are involved in sampling with subsequent testing, a reference to the sampling measurement uncertainty, sampling procedure (can be referenced from international method) used by the laboratory and/or sampling plan shall be included in the test report. In this case, the date of sampling, unique identification of the sampled item, location of sampling including where relevant sketches or diagrams of the sampling area/location or photos. Relevant environmental conditions during sampling shall also be recorded and included in the test report
 - x. In case samples are submitted by customers (including those submitted by other departments in KEPHIS, or government related departments) a statement to the effect that the items are received "as is" and results relate only to the item shall be included in the report.
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- b) The report shall bear the KEPHIS authorized letterhead and stamp of original at the back of the report.
 - c) The report shall include the results of analysis (analytes tested and their concentration) data obtained during interpretation and recommendations where applicable. The quality control data (recovery details) shall be provided to the client if requested.
 - d) A statement on estimated uncertainty of measurement shall be included in the test report and any deviations and measurements uncertainties that will affect compliance shall be specified (e.g. positive samples for pesticide residues) and reported in the test report.
 - e) If the recovery results are outside 70% - 120%, the results shall be corrected for recoveries using the equation below. The significance of bias shall be tested before correcting results for recoveries as per procedure G0323.



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$$\text{Corrected Concentration} = \frac{\text{Observed Concentration}}{\% \text{ Recovery}} \times 100$$

- f) Results shall be reviewed and authorized prior to reporting.
- g) Any addition to, deviations, or exclusions from the method shall be stated in the test report.
- h) Where results are obtained from an external provider, this shall be clearly identified in the test report.
- i) Where information is provided by the customer, this shall be clearly identified and a disclaimer shall be put in the test report if it can affect the validity of the test report.
- j) The report will be signed by the analyst, technical signatory (for accredited methods) and the authorized personnel in the laboratory (See 5 below) and shall include a statement that the results shall not be reproduced without written approval of the Laboratory Manager/ Head of Laboratory.
- k) The report certificate will be issued to the client personally if the client so requests. The report can also be scanned (as .pdf document) and sent to the customer via email if the customer has requested this and paid for the analysis in full.
- l) The report will only be released after full payment of the invoiced analytical charges and receipt obtained.
- m) The report is registered in a dispatch register in which the client signs on collection.
- n) The report shall be filed and stored in the results file and third copy file and electronic media.
- o) In case of amendment to the original report, refer to section 4 below.
- p) The Laboratory Manager (or officer acting on her/his behalf) reserves the right to recall a report provided the customer is furnished with the reasons and the same reasons recorded.



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- q) Where opinions and interpretations are included in the test report, the laboratory shall provide the disclaimer indicating that opinions and interpretations are not included in the KENAS schedule of accreditation

4. Statements of Conformity

Where relevant, after request by a customer, a statement of conformity to a specification or standard shall be provided. The decision rules applied shall be agreed with the customer as outlined in the ACL form CR10 on Decision rules.

5. Re-issue of reports

The laboratory may re-issue results due to certain instances, which warrant a recall of the original report as follows:

- a) An error has been noticed in the original report such as dates, report reference, typographical errors and address details.
- b) After investigation of a non-conformance during the time of initial analysis, the results initially reported have changed and thus the result has been deemed invalid.
- c) When the report has to be recalled for any reason {as cited in a) or b)}, the reason for recalling and thus amending the report shall be stated in the front page of the report in the form of a disclaimer.
- d) In this instance also, a statement indicating that the previous report has been superseded by the re-issued report shall be included on the front page of the re-issued report also as a disclaimer.
- e) The sample code of the re-issued report shall have a letter "R" added to it to indicate that the report is re-issued.

6. Approved Signatories

- a) The Deputy Director of the laboratory (Lab Manager) shall approve and sign all reports before dispatch



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- b) In the absence of the Head of the Laboratory, the Deputy Manager shall approve and sign the reports on his/her behalf.
- c) In the absence of the above, the report shall be approved and signed by a Technical Signatory in the laboratory
- d) At the time of dispatch, the details of the report and the amount paid for the analysis shall be entered in the "Dispatch book". However, if the customer requests emailing of the results, these shall be scanned and sent as a pdf. (Portable document format) attachment in the email after full payment of the results is done.

7. References:

- Associated document files (stored data).
- Worksheets
- Workbooks
- Contract Review forms.

8. Amendment list:

Amendment No.	Date approved	Nature of amendment
1	03/07/2024	Changed effective date, compiler and table of content page numbering

9. Revision List:

Revision No.	Effective date	Nature of revision
2	02/09/05	Inclusion of the rounding policy – Pg 2(a) (vii) - rounding of results to 2 decimal places.



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3	20/4/11	Change of the designated signatories that can authorise the test reports (deletion of "any senior laboratory analyst appointed by the Managing Director/General Manager Quality Assurance/Head of Lab. And inclusion of the technical signatories).
4	26/4/11	Inclusion of section 4 on Re-issue of reports. Inclusion of reporting requirements and inclusion of disclaimers, sampling procedures, and method used, condition of samples, when to use disclaimer on opinions and interpretations, results in report to be in SI and non-SI units for customer reference. Inclusion of the Title in the header of the document. Deletion of 3(l) last part "since they are not included in the schedule of accreditation".
5	21/05/13	Inclusion of statement 'the results of analysis (analytes tested and their concentration) and the quality control data (recovery details) shall be excluded from the report unless requested by the client.
6	04/05/15	Inclusion of statement "A statement on estimated uncertainty of measurement shall be included in the test report and e.g. positive samples for pesticide residues) and reported in the test report" in part 3 d"
7	11/08/15	Include "If the recovery results are outside 70% - 120%, the results shall be corrected for recoveries using the equation below. The significance of bias shall be tested before correcting results for recoveries as per procedure GO323." In part e
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9	15/4/2016	added "on each page" in part 3iii
	15/12/1	added "or as specified by client" in part a (vii) and "e) The



10.	6 27/05/2021	sample code of the re-issued report shall have a letter “R” added to it to indicate that the report is re-issued” in part 4 of the procedure. Inclusion of sampling in reporting of results SOP, inclusion in part 3(f) of the requirement to review and authorise reports prior to release, Inclusion of Statements of conformity to a specification or standard in part 5, amending policy to capture electronic formats of reports, change of approving officer to L. Namu, change of effective date and revision number, review of reference standard to ISO 17025:2017, inclusion of new sample category codes i.e. PW, EW, CM, FM,
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10. Records:

Results Dispatch Register