Laboratory Name: _____ Laboratory Number: _____

Date: _____ Assessor: _____

TEST REPORT ID/UNIQUE SAMPLE ID: _____ TEST/ANALYTE: _____

Check for:	Clause in ISO/IEC 17025	Yes, No or N/A	Notes
REVIEW OF REQUESTS, TENDERS, AND CONTRACTS			
Test requisition form (or equivalent).	7.1		
SAMPLING			
Records of field supplies provided to the client (if applicable).	7.3		
SAMPLE HANDLING			
Evidence of unambiguous identification of the sample.	7.4.2		
Action taken if deviations from specified conditions occurred (e.g., as related to collection, preservation, container, temperature on arrival, damage in transit, time in transit, etc.).	7.4.3		
Sample storage records.	7.4.4		
Sample pre-treatment records, if applicable (e.g., if filtration, sieving, homogenization, subsampling, etc. is required for the test).	7.3.2 c) 7.4		
TECHNICAL RECORDS			
All technical records related to the original test data including, but not limited to: • Raw data • Associated QC data • Analyst identification • Calculated data (if applicable).	7.5		

Check for:	Clause in ISO/IEC 17025	Yes, No or N/A	Notes
REPORTING OF RESULTS			
Data validation records (includes checking transcription errors and comparison with expected ranges or relationships) prior to the release of the report.	7.8.1.1		
The test report, with information as required by ISO/IEC 17025:2017, section 7.8.2.1.	7.8.2.1		
Clear identification on the test report of any data that is provided by a customer.	7.8.2.2		
Any other information on the test report that is required to correctly interpret the results, including but not limited to: • Flags that qualify results if data is absent or non-conforming (e.g., due to conduct of testing, sample history, method performance, interference, or data validation, or if original sample was diluted, etc.). • Appropriate reporting of low-level data. • Appropriate use of significant digits.	7.8.3		
Any additional requirements on the test report related to sampling (only if the laboratory is responsible for sampling).	7.8.5		
Statements of conformity on the test report, including the decision rule (if applicable).	7.8.6		
Sample disposal records, if applicable.	7.5		
Data storage and/or disposal, if applicable.	7.5		
Training records of analyst(s) who performed test.	6.2.5		
PT only: CARs for any PT failures.	7.10 8.7		