	DEPARTMENT OF COMMERCE National Institute of Standards and Technology National Voluntary Laboratory Accreditation Program	ISSUE DATE: 2013-05-30
	POLICY GUIDE	NUMBER: PG-11-2013
SUBJECT: Reuse of Test Data to Generate Multiple Test Reports		

The purpose of this Policy Guide is to clarify the requirements in NIST Handbook 150, *NVLAP Procedures and General Requirements*, regarding the use of the same test data to generate multiple test reports.

Cases have been observed in several NVLAP laboratory accreditation programs where laboratories have been using the same data to generate multiple test reports. It is recognized that there may be circumstances where test data may be applicable to different products, specifications, and/or test methods. While this practice is not prohibited by NIST Handbook 150, there are a number of steps a laboratory must take to ensure that test results are reported clearly and unambiguously (see NIST Handbook 150, 5.10.1).

Customer requests multiple test reports in advance of testing

If a customer requests, in advance of testing, that multiple, distinct test reports be issued using the same test data, a laboratory must ensure that those test reports comply with NIST Handbook 150, 5.10.2, which states:

Each test report or calibration certificate shall include at least the following information, unless the laboratory has valid reasons for not doing so: . . .

- b) the name and address of the laboratory, and the location where the tests and/or calibrations were carried out, if different from the address of the laboratory; . . .*
- e) identification of the method used;*
- f) a description of, the condition of, and unambiguous identification of the item(s) tested or calibrated; . . .*
- k) where relevant, a statement to the effect that the results relate only to the items tested or calibrated.*

Customer requests a test report based on previously obtained data

If a customer requests a new test report based on previously obtained data, the requirements of NIST Handbook 150, 5.10.9 apply:

Material amendments to a test report or calibration certificate after issue shall be made only in the form of a further document, or data transfer, which includes the statement:

“Supplement to Test Report [or Calibration Certificate], serial number . . . [or as otherwise identified],”

or an equivalent form of wording.

Such amendments shall meet all the requirements of this handbook.

When it is necessary to issue a complete new test report or calibration certificate, this shall be uniquely identified and shall contain a reference to the original that it replaces.

Customer requests a test report based on data obtained by another test organization

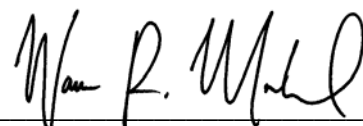
If a customer requests an accredited laboratory to generate a test report based on data obtained by another test organization, in which the accredited laboratory does not perform the testing, the accredited laboratory shall ensure that it is not misrepresenting the data as being covered under its accreditation. The test report shall meet the requirements of NIST Handbook 150, 5.10.2 b) (above), as well as the conditions for referencing NVLAP accreditation found in Annex A.1, which include:

- c) The term and/or symbol shall not be used in a manner that brings NVLAP into disrepute or misrepresents a laboratory’s scope of accreditation or accredited status.*
- h) When the term and/or symbol are used on test or calibration reports, such use shall be limited to reports in which some or all of the data are from tests or calibrations performed by the laboratory under its scope of accreditation.*

Issuing a test report that contains data not generated specifically for the product identified in the test report without any indication of the original source of the data, as well as issuing a test report that uses the NVLAP term and/or symbol for data from tests not performed by the laboratory, is prohibited. When NVLAP obtains any such reports, during an on-site assessment or by other means, the laboratory will be required to apply its procedures for control of nonconforming work and take corrective action. Depending on the circumstances, a laboratory’s accreditation status may be affected.

Please retain this Policy Guide with your copy of NIST Handbook 150 for future reference. Questions should be directed to the NVLAP Program Manager assigned to your program. For a listing of NVLAP program staff, visit NVLAP’s website at <<http://www.nist.gov/nvlap>>.

Approved by: _____



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