

	Ref	Rating	Exception Item	Response	Affected Documents	Action
HB - 150	4.1.2	X	It is the responsibility of the laboratory to carry out its testing and calibration activities in such a way as to meet the requirements of this handbook and to satisfy the needs of the customer, the regulatory authorities or organizations providing recognition.	SysTest Labs has revised its process to address this issue.	Already Done	
HB - 150	4.1.5.c	X	The laboratory shall: have policies and procedures to ensure the protection of its customers' confidential information and proprietary rights, including procedures for protecting the electronic storage and transmission of results;	SysTest Labs has revised its process to address this issue.	Already Done	
HB - 150	4.1.5.g	X	have policies and procedures to ensure the protection of its customers' confidential information and proprietary rights, including procedures for protecting the electronic storage and transmission of results;	SysTest Labs has revised its process to address this issue.	SLP-VC-02	SLP-VC-02 5.5.1 and 5.6.1
HB - 150	4.1.6	X	Top management shall ensure that the appropriate communication processes are established within the laboratory and that communication takes place regarding the effectiveness of the management system.	SysTest Labs has revised its process to address this issue.	Quality System Manual (QSM)	Added stmt in QSM 1.7 Mgmt Commitment (matches text in HB 150); see also 4.2.2
HB - 150	4.2.2 e)	X	The laboratory's management system policies related to quality, including a quality policy statement, shall be defined in a quality manual (however named). The overall objectives shall be established, and shall be reviewed during management review...including: e) the laboratory management's commitment to comply with this handbook and to continually improve the effectiveness of the management system.	SysTest Labs has revised its process to address this issue.	QSM	Updated QSM 4.2.1, 4.2.2, and 5.4.1 to include commitment to compliance with NVLAP HB 150 and 150-22
HB - 150	4.2.3	X	Top management shall provide evidence of commitment to the development and implementation of the management system and to continually improve its effectiveness.	SysTest Labs has revised its process to address this issue.	QSM	Added QSM 4.2.2.1 Evidence of Commitment to Continuous Improvement

HB - 150	4.2.4	X	Top management shall communicate to the organization the importance of meeting customer requirements as well as statutory and regulatory requirements.	SysTest Labs has revised its process to address this issue.	Already Done	
HB - 150	4.2.6	X	The roles and responsibilities of technical management and the quality manager, including their responsibility for ensuring compliance with this handbook, shall be defined in the quality manual.	SysTest Labs has revised its process to address this issue.	QSM	QSM: Added details to QA Mgr job description and added 4.1.1.5 Technical Director job description
HB - 150	4.3.2.1 b)	X	A master list or an equivalent document control procedure identifying the current revision status and distribution of documents in the management system shall be established and be readily available to preclude the use of invalid and/or obsolete documents.	SysTest Labs has revised its process to address this issue.	QSM SLP-QS-01 SLP-QS-02 Master Controlled Documents List (MCDL)	QSM: Added 4.3.5.1 Master Controlled Document List SLP-QS-01 and SLP-QS-02: Added references and procedures
HB - 150	4.3.2.2 b)	X	documents are periodically reviewed and, where necessary, revised to ensure continuing suitability and compliance with applicable requirements;	SysTest Labs has revised its process to address this issue.	SLP-QS-04	SLP-QS-04: Updated
HB - 150	4.5.1	X	When a laboratory subcontracts work whether because of unforeseen reasons (e.g., workload, need for further expertise or temporary incapacity) or on a continuing basis (e.g., through permanent subcontracting, agency or franchising arrangements), this work shall be placed with a competent subcontractor. A competent subcontractor is one that, for example, complies with this handbook for the work in question.	SysTest Labs has revised its process to address this issue.	QSM SLP-VC-24 List of Approved Subcontractor Labs	QSM: 1. In 4.1.2, cut the list of approved h/w test subcontractor labs and lab responsibilities. Moved to separate controlled doc. In 4.5, clarified criteria for h/w subcontractor labs. SLP-VC-24: added ref to contractor lab list; updated policy re subcontractors in 5.0 Generated list of approved subcontractor labs
HB - 150	4.5.3	X	The laboratory is responsible to the customer for the subcontractor's work, except in the case where the customer or a regulatory authority specifies which subcontractor is to be used.	SysTest Labs has revised its process to address this issue.	QSM MSA	QSM: added statement to 4.5.1. MSA: already covered, but we added clarification "unless subcontractor specified by client or reg. Authority"

HB - 150	4.5.4	X	The laboratory shall maintain a register of all subcontractors that it uses for tests and/or calibrations and a record of the evidence of compliance with this handbook for the work in question.	SysTest Labs has revised its process to address this issue.	QSM SLP-VC-24 List of Approved Subcontractor Labs	QSM: 1. In 4.1.2, cut the list of approved h/w test subcontractor labs and lab responsibilities. Moved to separate controlled doc. In 4.5, clarified criteria for h/w subcontractor labs. SLP-VC-24 DRAFT Rev 1.1: added ref to contractor lab list; updated policy re subcontractors in 5.0 Generated list of approved subcontractor labs
HB - 150	4.6.4 a)	X	The laboratory shall evaluate suppliers of critical consumables, supplies and services which affect the quality of testing and calibration, and	SysTest Labs has revised its process to address this issue.	QSM SLP-QS-10 List of Approved Suppliers	QSM: Added List of Approved Suppliers to 4.6 SLP-QS-10: Updated Created list of Approved Suppliers
HB - 150	4.6.4 b)	X	shall maintain records of these evaluations and list those approved.	SysTest Labs has revised its process to address this issue.	MCDL List of Approved Suppliers	Same as 4.6.4 a)
HB - 150	4.11.5	X	Where the identification of nonconformities or departures casts doubts on the laboratory's compliance with its own policies and procedures, or on its compliance with this handbook, the laboratory shall ensure that the appropriate areas of activity are audited in accordance with 4.14 as soon as possible. NOTE: Such additional audits often follow implementation of corrective actions to confirm their effectiveness. An additional audit should be necessary only when a serious issue or risk to the business is identified.	SysTest Labs has revised its process to address this issue.	QSM SLP-QS-05 SLP-QS-09	QSM: Revised 4.11 and 4.14 to include audits after a non-conformance is observed that could affect testing and a corrective action is initiated. SLP-QS-05 and SLP-QS-09: Revised and added audit trigger.
HB - 150	4.13.1.4	C	The laboratory shall have procedures to protect and back up records stored electronically and to prevent unauthorized access to or amendment of these records.	SysTest Labs has revised its process to address this issue.	STL Network diagram MCDL SLP-VC-02	Network Diagram is now controlled doc; SLP-VC-02 updated w/ required text
HB - 150	4.13.2.1 b)	X	The records for each test or calibration shall contain sufficient information to facilitate, if possible, identification of factors affecting the uncertainty and to enable the test or calibration to be repeated under conditions as close as possible	SysTest Labs has revised its process to address this issue.	Certification Test Report template	Certification Report template: Added description of each test case run in Appendix B

HB - 150	4.13.2.3 a)	X	When mistakes occur in records, each mistake shall be crossed out, not erased, made illegible or deleted, and the correct value entered alongside. All such alterations to records shall be signed or initialed by the person making the correction.	SysTest Labs has revised its process to address this issue.	QSM SLP-VC-15 SLP-VC-16 SLP-VC-18	QSM: Added policy for marking out errors in 4.13. SLP-VC-15, 16, 18: Added section for taking notes and crossing out errors.
HB - 150	4.13.2.3 b)	X	In the case of records stored electronically, equivalent measures shall be taken to avoid loss or change of original data.	SysTest Labs has revised its process to address this issue.	QSM SLP-VC-15 SLP-VC-16 SLP-VC-18	QSM: Added policy for marking out errors in 4.13. SLP-VC-15, 16, 18: Added section for taking notes and crossing out errors.
HB - 150	4.14.1 a)	X	The laboratory shall periodically, and in accordance with a predetermined schedule and procedure, conduct internal audits of its activities to verify that its operations continue to comply with the requirements of the management system and this ha	SysTest Labs has revised its process to address this issue.	(QSM--already addressed) SLP-QS-05	QSM: Confirmed text statement in 4.14 SLP-QS-05: Added adherence to HB 150 and 150-22 in 1.0 and Table 1
HB - 150	4.14.1 b)	X	Such audits shall be carried out by trained and qualified personnel who are, wherever resources permit, independent of the activity to be audited. NOTE The cycle for internal auditing should normally be completed in one year.	SysTest Labs has revised its process to address this issue.	QSM SLP-QS-04 SLP-QS-05	QSM: Reviewed/updated statement in 4.14; Updates to SLPs QS-04 and QS-05
HB - 150	4.14.2	X	When audit findings cast doubt on the effectiveness of the operations or on the correctness or validity of the laboratory's test or calibration results, the laboratory shall take timely corrective action, and shall notify customers in writing	SysTest Labs has revised its process to address this issue.	QSM SLP-QS-05	QSM 3. Section 4.14: added notification of customers if audit results show a potential problem in test results. SLP-QS-05 Updated 5.1.4
HB - 150	4.15.1	X	In accordance with a predetermined schedule and procedure, the laboratory's top management shall periodically conduct a review of the laboratory's management system and testing and/or calibration activities to ensure their continuing suitability	SysTest Labs has revised its process to address this issue.	QSM	This is covered in the QSM section 4.15.
HB - 150	4.15.1 e)	X	The review shall take account of: assessments by external bodies;	SysTest Labs has revised its process to address this issue.	(QSM--already addressed) SLP-QS-06	QSM: already covered in section 4.15 SLP-QS-06: Added section 5.1.10
HB - 150	4.15.1 g)	X	The review shall take account of: changes in the volume and type of the work;	SysTest Labs has revised its process to address this issue.	SLP-QS-06	SLP-QS-06 Updated 5.1.8

HB - 150	5.4.1 a)	X	The laboratory shall use appropriate methods and procedures for all tests and/or calibrations within its scope. These include sampling, handling, transport, storage and preparation of items to be tested and/or calibrated, and, where appropriate, ...	SysTest Labs has revised its process to address this issue.	SLP-QS-05	SLP-VC-05: Updated 5.1.2 (3rd bullet) and 5.2.2 (1st bullet), 5.2.2.1, 5.2.2.2
HB - 150	5.4.1 d)	X	Deviation from test and calibration methods shall occur only if the deviation has been documented, technically justified, authorized, and accepted by the customer.	SysTest Labs has revised its process to address this issue.	QSM SLP-VC-05 Certification Test Plan Template Certification Test Report Template	QSM: Added 5.4.1.1 Non-standard Test Methods SLP-VC-05: added along with EAC interpretations Cert Test Plan and Report templates: added placeholders to state there were no non-standard methods or describe non-standard methods.
HB - 150	5.4.4 b)	X	The method developed shall have been validated appropriately before use.	SysTest Labs has revised its process to address this issue.	SLP-VC-05 Certification Test Plan Template	SLP-VC-05: 5.1.2 4th bullet
HB - 150	5.10.2 a)	X	Each test report or calibration certificate shall include at least the following information, unless the laboratory has valid reasons for not doing so: - a title (e.g., "Test Report" or "Calibration Certificate");	Already addressed.	(Certification Test Plan and Certification Test Report templates--already addressed.)	Our test plans and test reports already have the titles on the cover and footers.
HB - 150	5.10.2 c)	X	Each test report or calibration certificate shall include at least the following information, unless the laboratory has valid reasons for not doing so: - unique identification of the test report or calibration certificate (such as the serial number), and on each page an identification in order to ensure that the page is recognized as a part of the test report or calibration certificate, and a clear	SysTest Labs has revised its process to address this issue.	SLP-VC-19 Certification Test Plan Template Certification Test Report Template	SLP-VC-19: Added to section 5.1.3 Cert Report and Test Plan Templates: added to cover
HB - 150	5.10.2 d)	X	Each test report or calibration certificate shall include at least the following information, unless the laboratory has valid reasons for not doing so: - the name and address of the customer;	SysTest Labs has revised its process to address this issue.	SLP-VC-19 Certification Test Plan Template Certification Test Report Template	SLP-VC-19: Added to section 5.1.3 Cert Report Template: added to cover
HB - 151	5.10.2 f)	X	Each test report or calibration certificate shall include at least the following information, unless the laboratory has valid reasons for not doing so: - condition of Equipment Under Test	SysTest Labs has revised its process to address this issue.	SLP-VC-19 Certification Test Report Template	SLP-VC-19: Added to section 5.1.3 Cert Report Template: Added to Matrix of HW table

HB - 152	5.10.2 g)	X	Each test report or calibration certificate shall include at least the following information, unless the laboratory has valid reasons for not doing so: - Date of Test	SysTest Labs has revised its process to address this issue.	SLP-VC-19 Certification Test Report Template	SLP-VC-19: Added to section 5.1.3 Cert Report Template: Added dates to Appendix B
HB - 153	5.10.2 h)	X	Each test report or calibration certificate shall include at least the following information, unless the laboratory has valid reasons for not doing so: - Sample method or ref to Sample Plan	SysTest Labs has revised its process to address this issue.	SLP-VC-05 Certification Test Plan Template	SLP-VC-05: added 5.2.2.1 Sampling Guidelines Certification Test Plan Template: Added section 4.3.6 Sampling Methodology
HB - 150	5.10.3.1 c)	C	In addition to the requirements listed in 5.10.2, test reports shall, where necessary for the interpretation of the test results, include the following: - where applicable, a statement on the estimated uncertainty of measurement; information on uncertainty is needed in test reports when it is relevant to the validity or application of the test results, when a customer's instruction so requires, or w	SysTest Labs has revised its process to address this issue.	SLP-VC-05 Certification Test Plan Template	SLP-VC-05: Updated 5.1.2 (3rd bullet) and 5.2.2 (1st bullet) Certification Test Plan Template: Added section 4.4
HB - 150	5.10.5	X	When opinions and interpretations are included, the laboratory shall document the basis upon which the opinions and interpretations have been made. Opinions and interpretations shall be clearly marked as such in a test report.	SysTest Labs has revised its process to address this issue.	QSM SLP-VC-19 Certification Test Report Template	QSM: 5.10.1: Added indication of any opinions or interpretations in a cert. test report. SLP-VC-19: Added 5.1.3.1 Opinions and Interpretations Cert Report Template: Added statement under Disclaimer.

Hdbk	Ref	Rating	Exception Item	Response	Response	Action
HB 150-22	4.2.2.g	X	The following general management system procedures (required, but not limited to) shall be included with the quality manual when it is submitted as part of the application package: referencing NVLAP accreditation and use of the NVLAP symbol.	SysTest Labs has revised its process to address this issue.	QSM	Q S Manual updated
HB 150-22	4.5.2	X	If the VSTL subcontracts testing for any test within its scope of accreditation, the subcontracted laboratory shall also be an EAC-accredited VSTL. All core voting system testing shall be conducted by a VSTL.	SysTest Labs has revised its process to address this issue.	QSM SLP-VC-24	QSM: 2. Added 4.5.1.1 Subcontracting Within Scope SLP-VC-24 Added text to 5.0

HB 150-22	4.5.4	X	<p>When a VSTL subcontracts to another laboratory, the VSTL is responsible for ensuring that setup, configuration, testing, and reporting is competent, appropriate, and conducted by qualified people. The VSTL shall ensure:</p> <p>a. The equipment under test is the same production design models as that presented to and used by the VSTL for Qualification/National Certification Testing</p> <p>b. The equipment operations used in the subcontracted testing are based on the operations as a voting system component. Where appropriate, the VSTL shall provide test procedures or perform the Operational Status Test or operations based on the Operational Status Test (Ref VSS Vol II,</p>	<p>SysTest Labs has revised its process to address this issue.</p>	<p>QSM SLP-VC-09 SLP-VC-23</p>	<p>QSM: 4. Section 4.5.1 Added policies to confirm SysTest responsibility for h/w subcontractor lab testing, confirm EUT is the same production model as tested by SysTest, and to perform operational status check</p> <p>SLPs: Part "a" is already covered in SLP-VC-09, VC-23 and VC-24. Added Operational Status Check to SLP-VC-09 (5.3) and VC-23 (updated 5.3).</p>
HB - 150-22	4.9.1	X	<p>(Draft) The procedures shall include a requirement for reporting to the EAC when non-conforming work is identified as having occurred on previous campaigns.</p>	<p>SysTest Labs has revised its process to address this issue.</p>	<p>SLP-QS-08 Form QS-08</p>	<p>Both SLP-QS-08 and FORM QS-08 updated w/ necessary text and data fields.</p>
HB 150-22	4.13.2.d	X	<p>The laboratory shall maintain a functional record-keeping system that is used to track each product or system.</p> <p>d. Entries in laboratory notebooks shall be dated and signed or initialed</p>	<p>SysTest Labs has revised its process to address this issue.</p>	<p>QSM</p>	<p>QSM: Added to 4.13</p>
HB 150-22	4.13.4	X	<p>The Qualification/National Certification Test Report plus the laboratory's records of the Qualification/National Certification test shall contain sufficient information to allow repeating, reproducing and/or auditing the entire Qualification/National Certification test.</p>	<p>SysTest Labs has revised its process to address this issue.</p>	<p>QSM</p>	<p>QSM: Section 4.13: added complete records policy; this is covered in existing SLPs - added responsibility and references to the SLPs</p>
HB 150-22	4.14.4	X	<p>The laboratory shall perform at least one complete internal audit of its management system prior to the first on-site assessment.</p>	<p>SysTest Labs has revised its process to address this issue.</p>	<p>Corrective Action Plan</p>	<p>1) Audit all SLPs (QS, TR, and VC) and Quality System documents. 2) Combine and summarize findings for presentation at Management Review.</p> <p>Scheduled for completion by 11/30/06; assigned to J. Knutson</p>

HB - 150-22	4.15.2	X	The laboratory shall perform at least one management review prior to the first on-site assessment.	SysTest Labs has revised its process to address this issue.	Corrective Action Plan	<p>1) Review Management System audit findings at Management Review.</p> <p>2) Per Management Review, develop Quality Memo w/ Quality objectives, Quality tasks, and follow-up timelines.</p> <p>Scheduled for completion by 11/30/06; assigned to J. Knutson</p>
HB - 150-22	5.2.4	X	Laboratories shall document the required qualifications for each staff position. The staff information may be kept in the official personnel folders or in separate, official folders that contain only the information that the NVLAP assessors need to review.	SysTest Labs has revised its process to address this issue.	Sample hard copy folder will be provided VSTL Training Plan & Record identifies the required job tasks and skills for each position, to the performance level required for that position (K / U / P / C).	
HB - 150-22	5.2.6	C	The laboratory shall review annually the competence of each staff member for each test method the staff member is authorized to conduct. The staff member's immediate supervisor, or a designee appointed by the laboratory director, shall conduct annually an assessment and an observation of performance for each staff member. A record of the annual review of each staff member shall be dated and signed by the supervisor and the employee. A description of competency review programs shall be maintained in the management	SysTest Labs has revised its process to address this issue.	Sample hard copy folder will be provided VSTL Training Record is the behavioral performance appraisal, per the Knowledge, Understanding, Practice, and Competence ratings for each job description task.	
HB - 150-22	5.2.7	C	Individuals hired to perform testing activities are sometimes referred to as subcontractors . NVLAP does not make a distinction between full-time laboratory employees and individuals hired on a contract. NVLAP requires that the VSTL maintain responsibility for and control of any work performed within its scope of accreditation. To that end, the VSTL shall ensure all individuals performing testing activities satisfy all NVLAP requirements, irrespective of the means by which individuals are compensated (e.g., the VSTL	SysTest Labs has revised its process to address this issue.	QSM SLP-TR-01	<p>QSM: 4.5.2, last bullet</p> <p>SLP-TR-01: Scope section</p>

HB - 150-22	5.2.8	X	<p>The records for each person having an effect on the outcome of the testing shall include:</p> <p>_____ a) position description; provided _____ b) resume/CV/bio to match the person to the position; Provided _____ c) duties assigned; Provided. Also indicated in ITA Training MRG Jef Knutson _____ d) annual competence review; ITA Training MRG Jef Knutson _____ e) training records and training plans. ITA Training MRG Jef Knutson</p>	SysTest Labs has revised its process to address this issue.	Sample hard copy folder will be provided	
HB - 150-22	5.3.6	C	<p>If the laboratory is conducting its tests at a customer site or other location outside the laboratory facility, the environment shall conform, as appropriate, to the requirements for a laboratory environment. If a customer's system on which a test is conducted is potentially open to access by unauthorized entities during test, the VSTL shall control the test environment. This is to ensure that the systems are in a defined state compliant with the requirements for the test before starting to perform testing work and that the systems</p>	SysTest Labs has revised its process to address this issue.	QSM SLP-VC-17	<p>QSM: 5.4.3: Added SysTest control of test envt if at client site.</p> <p>SLP-VC-17: Already covered in 5.2.2 "SysTest Labs employees control testing and test equipment during the testing period..."</p>
HB - 150-22	5.4.2	X	<p>Where the laboratory has developed test methods to meet the requirements of the VSS-2002, validation of the test methods shall be included in the documentation.</p>	SysTest Labs has revised its process to address this issue.	Certification Test Report Template	Certification Report template: Added description of each test case run
HB - 150-22	5.4.3	C	<p>For the purposes of achieving product certification under HAVA, laboratories shall comply with interpretations of the test methods as provided by the EAC.</p>	SysTest Labs has revised its process to address this issue.	QSM SLP-VC-05 SLP-VC-19	<p>QSM: Added 5.4.1.2 EAC Interpretations</p> <p>SLP-VC-05: Added 5.1.2.1. SLP-VC-19: See 5.1.3.1.</p>
HB - 150-22	5.4.3	C	<p>When exceptions to the testing methodology may be necessary for technical reasons, the laboratory shall ask the EAC for an interpretation, the customer shall be informed, and details of an interpretation shall be described in the test report</p>	SysTest Labs has revised its process to address this issue.	QSM SLP-VC-05 SLP-VC-19 Certification Test Plan Template Certification Test Report Template	<p>QSM: Added 5.4.1.2 EAC Interpretations</p> <p>SLP-VC-05: Added 5.1.2.1. SLP-VC-19: See 5.1.3.1.</p> <p>Cert Test Plan and Cert Report templates: added sections</p>

HB - 150-22	5.4.5	C	When testing activities are conducted outside the laboratory, the laboratory shall have additional procedures to ensure the integrity of all tests and recorded results. These procedures shall also ensure that the same requirements that apply in the laboratory and its facility are maintained at the non-laboratory site.	SysTest Labs has revised its process to address this issue.	QSM SLP-VC-17	QSM: Strengthened statement in 5.4.3. SLP-VC-17: Updated 5.1, 5.2.1, and 5.2.2.
HB - 150-22	5.6.1	X	The Test Plan and Report shall include test requirement matrix identifying the requirements that are being satisfied.	SysTest Labs has revised its process to address this issue.	Corrective Action Plan	1) Finish requirements tracing of VSS 2002, VVSG 2005 & HAVA requirements. 2) Load VSS 2002 Forms & Test Cases and trace to requirements. 3) Complete Gap Analysis. 4) Map VVSG 2005 Forms and Test Cases to requirements. 5) Render trace data as standard appendix (MS Word) for inclusion in Test Plan & Report. Scheduled for completion by 11/30/06; assigned to J. Garcia
HB - 150-22	5.6.2	X	Needs to be completed for VVSG 2005.	SysTest Labs has revised its process to address this issue.	Corrective Action Plan	1) Finish requirements tracing of VSS 2002, VVSG 2005 & HAVA requirements. 2) Load VSS 2002 Forms & Test Cases and trace to requirements. 3) Complete Gap Analysis. 4) Map VVSG 2005 Forms and Test Cases to requirements. 5) Render trace data as standard appendix (MS Word) for inclusion in Test Plan & Report. Scheduled for completion by 11/30/06; assigned to J. Garcia
HB - 150-22	5.7.2	X	The VSS-2002 requires that the laboratory document its plan for the minimum number of combinations or alternatives of input and output conditions that can be exercised to constitute an acceptable test of the parameters involved (VSS-2002, Volume II, A.5.2).	SysTest Labs has revised its process to address this issue.	SLP-VC-05	SLP-VC-05: Added H27

HB - 150-22	5.7.3	C	Sampling shall be part of the test record.	SysTest Labs has revised its process to address this issue.	QSM SLP-VC-05 Certification Test Plan Functional Test Execution Template	QSM: 4.13 - added recording of who makes sampling decisions; 5.7.2: Added vendor test sampling statement. SLP-VC-05: added 5.2.2.1 Sampling Guidelines Certification Test Plan Template: Added section 4.3.6 Sampling Methodology Functional Test Execution template ("Test Case" tab): updated to add Sampling Decision Maker name.
HB - 150-22	5.10.1	X	The laboratory shall issue test reports of its work that accurately, clearly, and unambiguously present the test plan, test conditions, test setup, test methods, test results, and all other required information. Test reports shall provide all necessary information to permit the same or another laboratory to reproduce the test plan and obtain comparable results. The report shall show enough information to identify the actual tests and results that were done so that it can be repeated at a later time.	SysTest Labs has revised its process to address this issue.	Certification Test Report Template	Certification Report template: Added description of each test case run
HB - 150-22	5.10.2.b	C	test reports submitted to a state for its use in Certification Testing; May be separate report or a variation within the certified report. If in the Certified report must be labeled as a variation. Need to address test reports that are produced under contract and intended for use by the customer. May be separate report or a variation within the certified report. If in the Certified report must be labeled as a	SysTest Labs has revised its process to address this issue.	QSM	QSM 5.10.1
HB - 150-22	5.10.2.c	C	test reports that are produced under contract and intended for use by the customer. May be separate report or a variation within the certified report. If in the Certified report must be labeled as a variation. Need to address See also 5.10.45.10.3 Qualification/National Certification Test Reports created for submission to the EAC shall meet the requirements of the VSS-2002 and any additional EAC requirements. The report shall contain sufficient	SysTest Labs has revised its process to address this issue.	QSM	Added to QSM 5.10.1

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">HB - 150-22</p>	<p>5.10.6</p>	<p>C</p>	<p>The section of a Qualification/National Certification Test Report that meets the VSS-2002 requirement for a summary or the recommendation section of a test report for a customer shall also meet the requirements of NIST Handbook 150 on opinions and interpretations under Reporting the results. The entire report is to satisfy the opinions and interpretation requirement and does not require additional justification. Any other opinions and interpretations shall be justified.</p>	<p>SysTest Labs has revised its process to address this issue.</p>	<p>QSM SLP-VC-19 Certification Test Report Template</p>	<p>See QSM 5.10.1 Updated SLP-VC-19 (5.1.3 "Recommendation" bullet) and Cert Test Report template to mark the Recommendation as SysTest Labs' opinion</p>
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