CALA TRACE OF TESTS REPORT

Laboratory Name _____Laboratory Number:_____

Dates:_____

TEST REPORT ID/UNIQUE SAMPLE ID _____ ASSESSOR INITIALS _____

RECORDS RELATING TO:	A02-Rating Guide	Clause in ISO/IEC 17025	CHECKED
1. Field supplies provided to the client	B.06.03 Sampling Records	5.7.3	
2. Test Requisition Form including ○ transcribed sampling data ○ (e.g., sample type, sampling method, location, dates	B.07.02 Identification of Test &/or Calibration Items	5.8.2	
3. Sample reception including ○ documented sample deficiencies (e.g., as related to collection, preservation, container, temp. on arrival, damage in transit, time in transit, etc.) ○ special handling requirements (e.g., pre-treatment, storage, holding times, etc.) ○ unique sample ID	B.07.01 B.07.02 B.07.03 Handling of Test &/or Calibration Items 1.Procedures 2.Identification 3.Deficiencies	5.8.1 5.8.2 5.8.3	
4. Chain of Custody, if applicable	B.07.02	5.8.2	
5. Sample pre-treatment, if applicable (e.g., filtration, sieving, homogenization, subsampling, etc.)	B.07.05 Environmental Conditions	5.8.4	
6. Sample storage, if applicable	B.07.04 Facilities	5.8.4	
7. Original test data including all calculations and associated QC data (also analyst name, test method ID, sample ID, test organism lot no. date, equipment ID, etc.)	A.13 Control of Records	4.13.1 4.13.2	
8. Data validation (includes checking transcription errors and comparison with expected ranges or relationships)	A.13 Control of Records	4.13.1 4.13.2	

9.Test Report showing: ○ flags 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 ○ other information, as per section 5.10 of ISO/IEC 17025	B.09.01 B.09.02 Reporting the Results 1.Test Results 2.Interpretation	5.10.2 5.10.6 5.10.8 5.10.3	
10.Test Report Authorization	B.09.01	5.10.2j	
11. Sample disposal, if applicable	B.07.01	5.8.1	
12. Data storage and/or disposal, if applicable	A.13.01 Control of Records	4.13.1	
13. Training records of analyst(s) who performed test	B.01.07 Records of Technical Personnel	5.2.5	
14. PT only: CARs for any PT failures	Program Requirement	Program Requirement	