

Data Review and Reporting

APHL Quality Management System (QMS) Competency Guidelines

This course will help staff recognize requirements of reporting laboratory data and importance of data review in a laboratory that is committed to ensuring the consistent quality of the tests performed, the products created, the data generated, and the results reported. In addition, how to amend a report will be introduced.

Objectives:

1. Participant will understand the importance of unambiguous and accurate reporting.
2. Participant will appreciate what the ISO/IEC 17025 reporting requirements are.
3. Participant will appreciate the value of customer input to report development.
4. Participant will comprehend what is required to amend a laboratory report.

A good laboratory reporting format is one that minimizes the possibility of misunderstanding and misuse. System . .

Public health laboratory competency guidelines: Quality Management System (QMS) domain

QMS 2.02 Customer Services: describes the customer services provided by the laboratory to meet customer needs, expectations, and requirements.

QMS 8.02 Records management system: Describes how the laboratory controls and manages records

What is a good laboratory report?

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- Laboratory reports convey laboratory results in a way that is accurate, clear, unambiguous, and are objective. Reports need to include all of the information requested of the laboratory by the customer and presented in a way that the customer can easily understand.
- Agreement of reporting with the customer prior to performing work is a good practice and essential for customer satisfaction.



5.10.2 Reporting Requirements

Customer name/address ABC Feed Corporation 123 Main Street Hometown, OK 12345		Name/Address of Lab Feed First Laboratory 126 Animal Way Best Friend City, Oklahoma, NB 12345		Report Printed: 12/18/2014 Sample Date: 1/30/2014 Laboratory ID: 16C01235	
Report ID: 401326 Unique identifier of test report		FEED SAMPLE ANALYSIS REPORT			
Inspector ID: 456	Inspector Name: D. Martyn	Product Name: ACE Rabbit Feed			
Analyte	Minimum Guarantee	Other Guarantee	Amount Found	Method	Result Comment
Crude Protein		11.4 %	12.3 %	AAFCO 002.01	
Crude Fat		3.26 %	2.9 %	AAFCO 003.13	
Calcium		0.65 %	0.73 %	AAFCO 019.43	
Crude Fiber		2.67 %	2.5 %	AAFCO 004.07	
Phosphorus		0.54 %	0.60 %	AAFCO 031.43	
Selenium		0.29 ppm	0.40 ppm	AAFCO 034.53	

Report Title

Method Identification

Unambiguous Identification

Test results/Units of measurement



QMS Quick Learning Activity

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Laboratory Supervisor

Date

