SOP Template: Reporting and Communication of Test Results

This SOP details the **reporting and communication of test results**, covering standardized procedures for accurately documenting, reviewing, and disseminating test outcomes to relevant stakeholders. It ensures timely, clear, and confidential communication of results to support informed decision-making, maintain data integrity, uphold compliance with regulatory requirements, and facilitate appropriate follow-up actions.

1. Purpose

To outline procedures for reporting and communicating laboratory or quality assurance test results, ensuring accuracy, clarity, confidentiality, and compliance with regulatory and organizational requirements.

2. Scope

This SOP applies to all personnel involved in documenting, reviewing, approving, and communicating test results within the organization.

3. Responsibilities

- **Test Analyst:** Accurately record test results in the designated system and prepare preliminary reports.
- **Reviewer/Supervisor:** Review, verify, and approve test results and reports before dissemination.
- **Quality Assurance:** Ensure data integrity, compliance, and archiving of test records.
- **Stakeholders:** Receive, review, and take necessary actions based on reported results.

4. Procedure

1. **Documenting Results**
   - Record all test outcomes promptly, accurately, and legibly in the appropriate system or forms.
   - Include details: sample ID, test method, date, analyst, and observations.
2. **Review and Verification**
   - Reviewer cross-checks data for accuracy, completeness, and compliance with protocols.
   - Sign and date the report or electronic approval record.
3. **Report Generation**
   - Prepare standardized reports containing all required fields and annex supporting data, if needed.
   - Classify results as preliminary or final, marking drafts accordingly.
4. **Communication of Results**
   - Send reports to designated stakeholders via approved channels (e.g., secure email, LIMS, printed copies).
   - Document date/time sent, recipients, and method of transmission.
   - Escalate critical or out-of-specification results immediately as per escalation procedures.
5. **Confidentiality and Data Security**
   - Only authorized personnel may access and communicate results.
   - Protect all communications with effective security controls (passwords, encryption, physical access restrictions).
6. **Follow-Up Actions**
   - Initiate corrective or preventive actions based on results, if warranted.
   - Record follow-up actions taken and communicate back to stakeholders as required.
7. **Archiving**

- Store test reports and related documentation as per retention policies and regulatory guidelines.

5. References

- ISO/IEC 17025: General requirements for the competence of testing and calibration laboratories
- Organizational Data Integrity Policy
- Regulatory standards applicable to your industry

6. Revision History

Version	Date	Description	Author	Approval
1.0	2024-06-21	Initial release	[Your Name]	[Approver]