

SPECIMEN TEST REPORT FORMAT

(_____ **LABORATORY**)
(CHEMICAL/ELECTRICAL/MECHANICAL)

ADDRESS OF THE LABORATORY:

TELEGRAM :

TELEPHONE(S)

TELEX :

FAX :

TEST REPORT AS PER IS _____ : [WITH_AMENDMENT NO{s}_____]

REPORT NO: _____ IS: _____ DATED: _____

PART A. PARTICULARS OF SAMPLE SUBMITTED

- a) Nature of Sample :
- b) Grade/Variety/Type/Class/Size etc :
- c) Brand name, if any :
- d) Declared values, if any :
- e) Code No. :
- f) Batch No. & Date of Manufacture :
- g) Quantity :
- h) Mode of Packing :
- j) Date of Receipt :
- k) BIS seal : INTACT/NOT INTACT/NOT SEALED
- m) IO's signature : Signed/Unsigned
- n) Any other Information :

NOTES

1. This report, in full or in part, shall not be published, advertised, used for any legal action, unless prior permission has been secured from the Director General, Bureau of Indian Standards. This report is intended for "BIS CERTIFICATION MARKS PURPOSE ONLY"

2. This test report is ONLY FOR THE SAMPLE TESTED.

PART B. SUPPLEMENTARY INFORMATIONS

REPORT NO: _____ IS: _____ DATED: _____

a) Reference to sampling procedure, wherever applicable :

b) Supporting documents for the measurements taken and results derived like graphs, tables, sketches and/or photographs as appropriate to test report, if any [To be attached] :

1 Deviation from the test methods as prescribed in relevant ISS/Work Instructions, if any :

PART C. TEST RESULTS

REPORT NO: _____ IS: _____ DATED: _____

SL.NO.	TESTS/CL.REF	.SPECIFIED REQUIREMENTS	RESULTS
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PART D REMARKS

REPORT NO: _____ IS: _____ DATED: _____

Authorized Signatory

GUIDELINES FOR MAKING OF THE TEST REPORT

- 1 Part 'C' of the report providing Test Results shall only include results of testing and inspection of the sample where objective assessment has been made. No assessment is required to be reported either against subjective requirements or marking/packaging requirements.
- 2 The test results in Part 'C' of the test report shall be provided exactly as per the requirements detailed out in the relevant Indian Standards.
- 3 In part 'D' of the report under Remarks, no remark regarding conformity/non-conformity of the sample is to be made by laboratory.
4. Under Part 'D' of the report, specific remarks on the following aspects of testing must be appropriately made:
 - a) Remark on partial testing, if applicable;
 - b) Remark on any deviation from test request;
 - c) Details of sub-contracting, if any;
 - d) Remark on failure during sequential testing, resulting in stoppage of further testing;
 - e) Marking related to safety aspects, for example, terminals in electrical appliances.

Annexure-6

Status of BIS samples pending for testing/under test

Name of the lab:.....

OSL code:.....

Sl. No.	Description of sample	IS no.	BIS sample code no.	Name of RO/BO from where sample is received	Date of receipt of sample	Status as applicable			Remarks
						Pending for Testing	Under test		
							Testing started on	Testing expected to complete on	

Date:

Sign:.....

Name:.....

Designation:.....

Seal of the lab:.....

Annexure-7

Monthly Statement for IS wise BIS samples received and tested

Name of the lab:.....

OSL code:.....

Month & Year:.....

Sl. No.	No. of samples received	Name of RO/BO from where sample is received	IS no.	No. of Test Reports issued for the samples received during current month	No. of Test Reports issued for the samples received during previous month(s)

Date:

Sign:.....

Name:.....

Designation:.....

Seal of the lab:.....