

**Specification of Competency Standards**  
**for the Testing, Inspection and Certification Industry**  
**Unit of Competency**

Functional Area - Testing Operations

Title	Authorise test results and reports
Code	105896L5
Range	This unit of competency (UoC) covers the abilities to critically assess the accuracy of data and validity of test results in test reports prior to formally authorising the release of test reports to customer.
Level	5
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of assessing the accuracy of data and validity of test results</p> <ul style="list-style-type: none"> <li>• Command scientific and technical knowledge of the samples, procedures, equipment, materials and instrumentation used to generate test data and results.</li> <li>• Establish expected values for data and results and the uncertainty components for specified test methods.</li> <li>• Describe laboratory procedures for authorising test results and reports.</li> <li>• Specify reporting requirements in test methods, international standards and/or laboratory accreditation schemes.</li> <li>• Apply the concepts of using statistical tests to estimate uncertainties and determine data acceptability, e.g. t-test, F-test, analysis of variance (ANOVA), regression methods.</li> </ul> <p>2. Authorise test results and reports</p> <ul style="list-style-type: none"> <li>• Verify the accuracy of data and technical records by: <ul style="list-style-type: none"> <li>○ comparing data with expected values and identifying any outliers,</li> <li>○ inspecting data records to check the integrity of data entry, alterations, transfers and calculations,</li> <li>○ confirming that technical records provide sufficient information to ensure traceability for the tests involved.</li> </ul> </li> <li>• Compare test results with expected values and investigate any significant differences.</li> <li>• Check the reliability of results by examining data or results from repeated tests or duplicate samples.</li> <li>• Assess the significance of any documented observations or typical test conditions or environment and/or sample appearance.</li> <li>• Check that all calculations are free from mistakes and estimates of uncertainty are reasonable and consistent with test method or specification requirements.</li> <li>• Authorise test results and reports in compliance with laboratory procedures.</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Ensure that the test reports are verified and checked free from errors prior to issuance.</li> <li>• Maintain the integrity and confidentiality of information in the test reports in compliance with the code of conduct of the laboratory.</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• critically verify the accuracy and completeness of data, results and technical records for specified tests,</li> <li>• authorise and issue test results and reports in compliance with laboratory procedures.</li> </ul>
Remark	