

## 附件七 實驗室檢測報告

實驗室檢測報告應至少包括下列資訊(依據 ISO/IEC 17025、CNS 17025)：

1. 標題：檢測報告。  
A title (e.g., “Test Report”, “Calibration Certificate” or “Report of Sampling”);
2. 實驗室的名稱與地址。  
The name and address of the laboratory;
3. 執行實驗室活動的場所，包括在顧客設施或實驗室固有設施以外的場所，或其相關的臨時性或移動性設施。  
The location of performance of the laboratory activities, including when performed at a customer facility or at sites away from the laboratory’s permanent facilities, or in associated temporary or mobile facilities;
4. 唯一識別，包括報告組成內容，以作為辨識完整報告之一部分與其結束的清晰識別。  
Unique identification that all its components are recognized as a portion of a complete report and a clear identification of the end;
5. 顧客的名稱與聯絡資料。  
The name and contact information of the customer;
6. 使用方法的識別。  
Identification of the method used;
7. 物件的描述、明確識別，必要時，包括主動或被動的狀態。  
A description, unambiguous identification, and, when necessary, the condition of the item;
8. 對結果有效性與應用至關重要的試驗件之收件日期。  
The date of receipt of the test or calibration item(s), and the date of sampling, where this is critical to the validity and application of the results;
9. 實驗室執行活動的日期。  
The date(s) of performance of the laboratory activity;
10. 報告發行的日期。  
The date of issue of the report;

11. 如與結果的有效性或應用相關時，實驗室或其他機構所用的方法。  
Reference to the sampling plan and sampling method used by the laboratory or other bodies where these are relevant to the validity or application of the results;
12. 結果僅對試驗的物件相關之有效聲明。  
A statement to the effect that the results relate only to the items tested, calibrated or sampled;
13. 結果，適當時，具有量測單位。  
The results with, where appropriate, the units of measurement;
14. 對方法的增加、偏離或排除。  
Additions to, deviations, or exclusions from the method;
15. 授權報告之人員的識別。  
Identification of the person(s) authorizing the report;
16. 當結果來自外部供應者時之清楚識別。  
Clear identification when results are from external providers.