

Number: 196  
Issue: 001  
Date: 30 August 2006

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## Reporting Standard for Laboratory Test Results

For the attention of the Managing Director

Dear Sir or Madam,

### Scope:

This NTS is applicable to:

- Suppliers who utilise their own laboratory to produce test reports
- Suppliers who purchase independent laboratory test services
- Laboratories conducting product and process substantiation

### Background:

A product substantiation report, conducted by an independent laboratory, was received by Rolls-Royce via a first tier supplier.

The report, which contained mechanical test results, was signed by an approved signatory; this could lead one to conclude that the test was satisfactory

Further review of the report identified that two of the mechanical test measurements contained within were marginally outside specification. There was no statement within the report to indicate whether the test was acceptable or not and no specification limits were quoted to enable comparison of results with requirements.

### Requirements:

Process and product substantiation testing shall only be carried out by laboratories holding the necessary Nadcap, UKAS (or equivalent national accreditation laboratory), or Rolls-Royce approval.

Test pieces must be representative of the product or process being assessed. If test piece requirements are unclear, suppliers should consult with the Rolls-Royce controlling laboratory via the normal Purchase contact.

All specifications used shall be referenced in the report.

Where actual measurements are being reported against specification requirements, the report shall list the specification limits and actual results obtained (ideally in tabular form). Any results outside the specification shall be clearly identified.

## Reporting Standard for Laboratory Test Results

When data is reported against a visual standard (i.e. unaided, macro or micrographic examination) representative photographs shall be included in the report showing acceptable/rejectable conditions

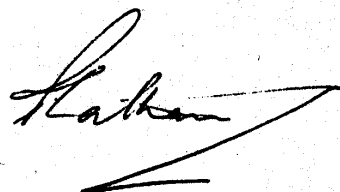
Reports must contain a clear and concise conclusion, which states whether the test complied with the specification or whether it did not.

### Action Required:

Suppliers utilising laboratory service shall ensure that:

- the requirements of this NTS are complied with
- laboratory reports clearly state acceptance or rejection
- reports clearly indicating acceptance are submitted to Rolls-Royce as proof of successful product or process substantiation.

Yours faithfully,  
for Rolls-Royce



Peter Latham.  
Product Technical Control Leader  
Defence Aerospace  
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Authorised by :



Lawrence Jenkins.  
Global Supplier Development  
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