	CENTRAL LABORATORY, DELHI	DOC: CB/CL/SOP/7.8/1
	STANDARD OPERATING PROCEDURE	Issue No. : 04
	PROCEDURE FOR AMENDMENT/REVISION	Issue Date : 16.08.2023
	OF TEST REPORTS	Page No. : 1 of 1

1.0 PURPOSE AND SCOPE

- 1.1 To bring uniformity in practices for the situations where an amendment / revision of the test report already issued becomes necessary
- 1.2 This procedure covers all test reports issued by the CPCB, Central Laboratory

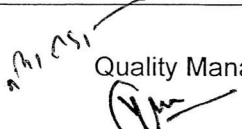
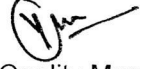


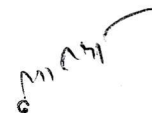
2.0 RESPONSIBILITY

- 2.1 The need for an amendment or revision of the test report already issued could arise from the testing laboratory itself or from the user Division. The reasons are related to reliability of the test data, arising out of error during transfer from laboratory notebook to test report or calculations error or spoilage of sample.
- 2.2 On receive of request for amendment/revision the Laboratory In-Charge the analyst and the Technical Manager shall review and examine the test data keeping in view the nature of the problems. Even internal quality audit may bring out situations, which require a re-examination of the report issued.
- 2.3 After the investigations are complete the Technical Manager shall decide if any amendment/revision to the already issued report is justified. He shall then arrange to withdraw the issued report and re-issue amendment/revised report superseding the earlier one.

3.0 RECORD

A record of all such cases shall be maintained.

नियंत्रित प्रति
CONTROLLED COPY

Amendment No.00	Amendment Date :		
Prepared by	Reviewed & Recommended by	Approved By	Issued By
 Quality Manager  Deputy Quality Manager	 Deputy Technical Manager	 Technical Manager	 Quality Manager