A concise and detailed test report is essential to convey the necessary elements of the test. The most important consideration in writing the test report is a realization of the minimum requirements of content, regardless of what form is required. It must be borne in mind that the purpose of the test report is to tell someone the following facts:

a. what was tested
b. what information was sought about this item under test
c. what means and procedures were used to obtain the information
d. what data was obtained
e. what conclusions were reached from the information obtained

The intended distribution of the report may be a factor in the determination of not only the extent but also the manner of presentation. For reports intended only for internal use, a description of the facilities, instruments, or calibration procedures used may be made by reference to laboratory equipment identification numbers or to procedure numbers. On the other hand, for reports intended for wide external distribution, complete descriptions are necessary so the test can be duplicated, if desired.

The following paragraphs contain a description of the elements which, depending on the intended audience and type of testing requested, may be necessary in a test report:

Subject
The subject of the report is a statement of what the report is about. Example: High Temperature Tests of Flexible Cables.

Results
This section of the report includes the results of the testing, the analysis of the results (including any explanations of discrepancies or errors) and the logical development of the conclusions.

It is of primary importance that a reader can look only at the Results section of a report and be able to see what was found and what was concluded.

Reference
This section should list the applicable test method and/or specification.
# Recommendations

If applicable and if possible, this section is used to recommend needed corrections or to indicate discrepancies in the design of the specimen, which was tested. Care should be taken to limit the recommendations to those things indicated by the test, and not go into design problems, which are the responsibility of the designer.