ASSOCIATION CONNECTING
ELECTRONICS INDUSTRIES®

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Number	
1.5	
Subject **Reporting, Format**	
Date **01/03**	Revision **A**
Originating Task Group **N/A**	

IPC-TM-650
TEST METHODS MANUAL

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.

Test Specimen

The test specimen is thoroughly identified in the report name, part number, manufacturer and/or vendor. Operational characteristics and function or design features are briefly explained. Any remarks as to material, special dimensions etc., that may be pertinent to the test or test results are included.

Test Equipment

The facility used for imposing the environment, including controls and location of instrumentation, is described in this section of the report. The manufacturer's name, model and serial number are stated, as well as any modifications incorporated in the facility.

Every measuring instrument employed in the test is identified in the report and its expected or determined (from calibration) accuracy and limits of operation are stated. The date of last calibration and the next calibration due date are listed. Specific characteristics, which are pertinent to the test are indicated.

Test Setup

The combination of test specimen, test facility and instrumentation must be thoroughly described in this section of the report. Sketches or drawing of the mounting, loading or actuating fixtures are included and discussed in the description.

Careful consideration must be given to photographs of the test setup in order that maximum detail can be shown. Schematic drawings and sketches showing critical dimensions and locations of instruments may be used to supplement photographs, since scaling of distances as obtained from photographs may not be accurate.

Test Procedure

The step-by-step procedure of obtaining the data from the employment of the setup and instrumentation in testing is described sequentially and in detail in this section. The test log used in performing the test, including such modifications as were necessitated during the test, provides the information for writing the procedure.

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.