

Sample State & Technical Evidence Record

User guide, blank worksheet and a bounded handoff example

1. What this record is for

Use this optional record to keep a material or board sample linked to its identity, relevant layers, recorded state and supporting evidence. It is designed for teams handing over samples, comparing documents or clarifying which question a result does and does not answer. [1–3]

The record does not specify a test method, specimen count, conditioning duration, temperature, humidity, acceptance limit or mandatory record format. Completing it does not qualify a product, confirm a test result or approve an installed system.

Start with one clearly identified object

Give the working record a non-sensitive reference. State whether it concerns a single material layer, a complete loose facer, a board or an installed assembly. Keep the material name and document revision as supplied; do not replace an unconfirmed structure with a guessed technical label.

Keep changed states separate

Record original, handled, conditioned and otherwise altered states without overwriting the first observation. If a comparison uses another physical specimen, identify that relationship rather than suggesting that the same piece was measured twice. [2]

Keep evidence separate from interpretation

Copy a reported quantity, unit and qualifier exactly where disclosure is permitted. Put the responsible interpretation or open question in its own field. A blank is unknown; “not detected” is not the same thing as zero or complete absence. [2]

Keep sharing separate from technical review

The blank template is intended as a public reference for sample documentation. A completed copy may contain confidential material information. Remove customer identities, contacts, credentials, private paths and restricted file contents before any external sharing. Technical review does not grant disclosure permission.

No real customer, sample, measurement or product result is prefilled. The worked example later in this guide is explicitly fictional and qualitative.

2. How to complete the fields

Record group	What to enter	What not to infer
Identity	Non-sensitive record/sample reference; exact material reference and revision; roll/batch reference if available; board application	An unknown structure is not confirmed by the material's colour or generic trade name.
Layers and sides	Documented layer order, material side, intended contact and direction references where provided	A photographed roll face or Side A label does not grant an installation direction.
Sample state	Original or changed state; actual recorded handling/conditioning reference; relation to comparison specimen	First observation is not automatically the time or cause of formation.
Method and evidence	Original method/version, conditions, report locator, inspected object, result type, units and qualifiers	A conditioning label is not a functional measurement; a missing result is not zero.
Open question	What remains unknown; responsible role; information needed for the next discussion	An unresolved point is not a pass/fail decision.
Review and sharing	Document-review status, unresolved limits and separate permission to share the filled record	A complete record is not product acceptance or public-disclosure authorization.

Use explicit information states

Use "Not recorded" when the information was not supplied. Use "Not verified" when a description exists but is not confirmed by the referenced evidence. Use "Not applicable" only with a reason. Use "Recorded in source" when an exact statement can be located; that label is not an independent validation.

The suggested spreadsheet labels are editorial conveniences, not technical classifications or a mandatory company workflow. Do not create a numerical readiness score or an automatic PASS from them.

For a finding, retain the source wording separately. If a report says "not detected" or uses a less-than sign, keep that text and the stated investigation or reporting limit. Do not replace it with "0" . [2]

3. Blank worksheet — identity and construction

Use a non-sensitive project/sample reference. Leave unavailable information blank or mark it explicitly; do not enter real customer names or contact details in a copy intended for external sharing.

Field	Your record
Working-record reference / revision	
Sample reference / related comparison reference	
Object: material layer / complete facer / board / installed assembly	
Material or product reference / document revision	
Roll / batch reference, if available	
Source-document locator allowed for sharing	
Intended board application / unresolved material question	
Sample side and orientation reference, if documented	

Layer and contact-side map

Position in documented build	Layer identity and source	Side / intended contact	Unconfirmed detail

Add or omit rows to describe the actual supplied construction. Four blank rows do not imply four required layers or a prescribed specimen design. Preserve the supplier’ s original material term where identity is still under review. [3]

4. Blank worksheet — state and evidence

State record

Field	Your record
Sample reference / state-record reference	
State described: original / handled / conditioned / other	
Known step and actual recorded time, if supplied	
First documented observation and location	
Same specimen or separate related comparison sample?	
Observation/photo reference permitted for sharing	

Evidence record

Field	Your record
Evidence reference / report revision / exact section	
Object, layer, side and sample state covered	
Method and edition as reported; separate conditioning reference	
Actual conditions and mounting/build as reported	
Observation or result; original unit and qualifier	
Detection/reporting limit and inspected scope, if supplied	
What this evidence does not establish	

Repeat this page for additional states or evidence items. Do not overwrite earlier records. No sample quantity, schedule or test protocol is imposed by the number of blank lines. [1–3]

5. Blank worksheet — unresolved questions and handoff

Open item	Needed information / source	Responsible role	Review status

Prepare a bounded review statement

Field	Your record
What is documented for the identified object and state?	
What remains unverified?	
Which document or technical decision is needed next?	
Document-review status and limits	
Sharing permission for this completed copy / evidence links	

Illustrative completed handoff — not a real sample record

"A crease was documented on the identified facing sample after the recorded handling stage. The observation concerns the visible surface only. Inner-layer integrity and the relevant transmission function have not been established. Please associate any available findings with the baseline or changed specimen and clarify the remaining functional question."

This statement does not attribute a cause, supply a measured value or make a pass/fail decision. Do not copy it into a real record unless it accurately describes the actual available evidence. [2]

The person or role reviewing the documentation does not become a laboratory, certification body or product-approval authority merely by completing this sheet.

6. Spreadsheet use and safe sharing

The companion XLSX is an editable blank record, not a connected database or an upload form. It contains no macro, automatic submission or private customer data. The fields are grouped into Identity, Layer map, State log, Evidence log, Open questions and Review/sharing.

Keep an auditable record

Use your own non-sensitive references and link repeated records consistently. Preserve method names and source qualifiers. Where a later entry corrects or clarifies an earlier statement, retain the previous context and identify the updated record rather than hiding uncertainty. [2,3]

Check before sharing a completed copy

Share only information and document references permitted for that audience. A blank-template approval is not permission to circulate a full TDS, proprietary report, customer drawing or private resource link. Keep a separate release decision for the completed record and its attachments.

How GRECHO may use the discussion

GRECHO can support application-matched facer review, sample coordination and technical-document coordination. A useful handoff identifies the application, material reference, sample state and the open question. Test selection, technical interpretation and product or system release remain with the responsible parties. [1–3]

Sources and scope

The original blank fields and explanations are based on the same supplied technical readings as the companion evidence guide. They are not a reproduced standard form or a customer record. This guide draws on the referenced content as recorded on 18 October 2026; no full standards text or private technical report is included.

[1] NRC und α w: Frequenzkurven bei Akustikpaneelen lesen.

[2] Alukaschierung: Knickstellen, Pinholes und Barriere.

[3] Alukaschierung: Glasgitter, Glasgewebe oder Glasvlies.

Use this optional worksheet only where it fits the task. No mandatory trial conditions, sample count, acceptance threshold, compliance conclusion or promise of document delivery is created by this template.