D110: DEMO OF CALIBRATION LABORATORY DOCUMENT KIT Price 390 USD

Complete editable document tool kit (Policy, manual, procedures, forms, audit checklist, Exhibits etc.)

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Chapter-1.0 Contents of Calibration Laboratory Document Kit

(More than 100 document files)

A. The entire Editable Document kit has 6 main directories as below.

Sr. No.	List of Directory	Document of Details
1.	Quality Manual	08 files in Ms. word
2.	Procedures	19 procedures in Ms. word
3.	Standard Operating Procedures	03 SOPs in Ms. word
	Exhibits	06 exhibit in Ms. word
	Work Instructions	07 work instruction in Ms. word
4.	Formats / Templates Name of departments	36 formats in Ms. Word
	HRD And Training	05 formats in Ms. Word
	Testing and instrumentation	02 formats in Ms. Word
	Purchase	07 formats in Ms. Word
	Management Representative and Management and Routine Work	19 formats in Ms. Word
	System	02 formats in Ms. Word
	Engineering and maintenance	01 formats in Ms. Word
5.	Filled Formats	32 filled formats in Ms. Word
6.	Calibration Laboratory Audit Checklist	More than 250 questions

Total 112 files quick download in editable form by e delivery

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B. System requirement wise documents list for calibration laboratory:

Laboratory accreditation for testing document matrix	
Doc No.	**Document title**
4.0	
F/TRG/02	Job Description and Specification
	Scope Of Accreditation
F/QMS/05	Quality Objectives
QP01	Procedure For Document Control
EQMS01	Exhibit for Abbreviation
F/QMS/01	Master List Cum Distribution List of Documents
F/QMS/02	Change Note
F/LIM/01	LIMS – Re–Configure request form
F/LIM/02	LIMS – Re–schedule request form
F/LIM/03	LIMS – Operation target
QP02	Procedure for Contract Review
EQMS03	Sample receipt checklist
SOP05	SOP for the schedule for routine sampling and laboratory testing
SOP06	SOP for acceptance testing of non–routine sampling by the laboratory
SOP07	SOP for responsibility for sampling
SOP08	SOP for sampling procedure
SOP09	SOP for receipt of samples by the laboratory
F/CSD/01	Non–Routine analysis request / Result sheet
F/CSD/04	Investigation study lab form / Request form
F/CSD/05	Calibration Service Request Cum Instrument Receipt Challan
	Subcontracting the Tests
QP03	Procedure for Purchasing
EQMS04	Chemicals, Reagents, certified reference material primary standards checklist
SOP02	SOP for storage of laboratory chemicals and apparatus and spare parts
F/PUR/01	Purchase Request
F/PUR/02	Supplier Registration Form
F/PUR/02/01	Direct purchase requisition
F/PUR/02/02	Purchase request for services

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F/PUR/03	Approved Vendor List
F/PUR/04	Purchase Order
F/PUR/05	Requesting material form
F/STR/01	Inward Report
F/STR/02	Stock Register
F/CSD/02	Customer Feedback Form
F/CSD/06	Customer Visit Register
QP04	Procedure for Complaint Handling
F/CSD/03	Complaint Report
QP05	Procedure for Control of Non-Conforming Work
F/NCP/01	Non-Conforming Work Register
F/QCD/01	QC Checklist for Control man
	Improvement
QP06	Procedure for Corrective and Preventive Action
F/QMS/03	Corrective/Preventive action Report
QP06	Procedure for Corrective and Preventive Action
F/QMS/03	Corrective/Preventive action Report
QP07	Procedure for Control Of Records
F/QMS/04	Master List Of Records
F/LIM/01	LIMS – Re–Configure request form
F/LIM/02	LIMS – Re–schedule request form
F/LIM/03	LIMS – Operation target
QP08	Procedure for Internal Quality Audit
F/QMS/06	Audit Plan
F/QMS/07	Internal Audit Non-Conformity Report
F/QMS/08	Clausewise Documentwise Audit Review Report
F/QMS/08/1	Audit check list
QP09	Procedure for Management Review
5.0	
	General technical requirements
QP10	Procedure for Personnel and Training
F/TRG/01	Training Details Form

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F/TRG/02	Job Description and Specification
F/TRG/03	Induction Training Report
F/TRG/04	Employees Competence Report
F/TRG/05	Training Calendar
F/TRG/06	Skill Matrix
QP11	Procedure for Accommodation and Environment
SOP01	SOP for Storage and retention of sample in retain sample room
F/QCD/01	QC Checklist - Control man
F/QCD/02	Illumination Monitoring report
F/QCD/03	Temperature Monitoring Report
F/HKC/01	Checklist for Housekeeping
QP12	Procedure for Working Procedure
SOP03	SOP for use of logbooks
SOP11	SOP for change of test methods
F/NCP/01	Non conforming work register
F/NCP/02	Waiver request form
F/QMS/03	Corrective / Preventive action report
QP13	Procedure for Measurement Uncertainty
SOP04	SOP for preparation and monitoring of control charts
QP14	Procedure for Equipment and Reference Materials
F/OPN/01	Performance acceptance certificate
F/OPN/02	Equipment History Card
F/OPN/03	Preventive Maintenance Schedule
F/OPN/04/xx	Equipment wise Preventive Maintenance Checkpoints
F/OPN/05	Mechanical Completion Certificate
QP15	Procedure for Measurement Traceability and Calibration
EQMS02	Exhibit for Calibration Periodicity
CXX	Calibration Methods for Equipment Calibration / ASTM Standards
F/CAL/01/01	Calibration / Validation certificate–Physical
F/CAL/01/01A	Calibration / Validation certificate–RON
F/CAL/01/02	Conductivity Meter Calibration Report
F/CAL/02	standard Reference material Record

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F/CAL/03	Calibration Status of Equipment
F/CAL/04	Calibration Status Indicator
F/CAL/05	Calibration Card
SOP08	Sampling Procedure
QP16	Procedure for Handling of Test Item
TXX	ASTM standards / Reference testing methods
SOP01	SOP for Storage and retention of retain samples
SOP16	SOP for release of finished products
F/RRC/01/03	Project sample retain report
QP17	Procedure for Quality Control / Verification
SOP12	SOP for verify accuracy of the laboratory results
SOP04	SOP for preparation and monitoring of control charts
F/QCD/01	QC Checklist - Control man
QP18	Procedure for Preparation, Review and Issue of Test Certificates / Reports
EQMS05	Exhibit for Out of limit Checklist
SOP13	Reporting and Distribution, Recording and Storage of Analytical results
SOP14	SOP for action taken on abnormal results

C. Documentation: -

Our document kit is having complete documents required for System certification for calibration laboratory as listed below. You need to study it, do necessary changes as per your company need and within 4 days your entire documents with all necessary details are ready and many calibration laboratories are certified globally in 1st trial with the help of our documents from any kind of stringent certification audit.
Under this directory further files are made in word Document as per the details listed below. All the documents are related to calibration laboratory.

1. Quality Manual (6 Chapters and 2 Annexure):

It covers sample copy of Quality manual and clause wise details for how systems are implemented. It covers list of procedures as well as overview of organization and covers tier1 of Quality manual. It is having total 8 chapters covering company profile, amendment sheet, index, clause wise details for implementation, sample Quality policy and organization chart. It covers sample copy of Quality manual and clause wise details for how quality systems are implemented. It covers list of procedures as well as overview of organization

To get more information about total documentation for calibration laboratory system (Calibration Lab) kit Click Here

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Table of Contents

2. Procedures (19 procedures):

It covers sample copy of mandatory procedures covering all the details like purpose, scope, responsibility, how procedure is followed as well as list of exhibits, reference documents and formats. The list of sample procedures provided is as below.

List of Procedures

1. Procedure For Document And Data Control
2. Procedure For Contract Review
3. Procedure For Purchasing
4. Procedure For Complaint Handling
5. Procedure For Control Of Non–Conforming Work
6. Procedure For Corrective And Preventive Action
7. Procedure For Control Of Records
8. Procedure For Internal Audit
9. Procedure For Management Review
10. Procedure For Personnel And Training
11. Procedure For Accommodation And Environment
12. Procedure For Working Procedure
13. Procedure For Measurement Uncertainty
14. Procedure For Equipment And Reference Materials

To get more information about total documentation for calibration laboratory system (Calibration Lab) kit Click Here

15. Procedure For Measurement Traceability And Calibration
16. Procedure For Handling Of Test Items
17. Procedure For Quality Control / Verification
18. Procedure For Preparation, Review And Issue Of Test Certificates / Reports
19. Procedure for sampling

3. SOP/Work Instructions/Exhibits (3 SOPs, 7 work instructions and 6 Exhibits templates):

It covers standard operating procedures, work instructions and exhibit tables for guideline to staff for working. It covers SOPs and activities for good work practices. It covers guideline for establishing controls on significant aspects, work instructions for operators as well as standard operating procedures. It is useful for testing process control and establishes effective laboratory management system with good laboratory practices culture. It covers sample dos and don'ts and guideline tables in the form of exhibits as per details given below. It helps your laboratory in process mapping as well as preparing the SOPS and work instructions for own organization.

Sr. No.	Document title
1.	Calibration of Micrometer (UP TO 150 mm)
2.	Calibration of Inside Micrometer (UP TO 300 mm)
3.	Calibration of Setting Pieces of Micrometer (UP TO 150 mm)
4.	Calibration of Vernier Caliper (UP TO 300 mm)
5.	Calibration of Vacuum Gauge (Up To 760 mmHg)
6.	Calibration of Thread Plug Gauge For Major and Effective Diameter Only (Up To 150 Mm)
7.	Calibration of Pressure Gauge (Up To 750 kg/cm^2)
8.	Standard Operation Procedure for Protection of Electronic Data
9.	Standard Operation Procedure For Intermediate Checks for Dead Weight Tester and Master Vacuum Gauge
10.	SOP for receiving, handling, issue for calibration, report preparation and delivery of calibration item
11.	Calibration Points For Instruments
12.	Soaking Time
13.	List Of Masters
14.	Calibration Periodicity
15.	Unit Conversion Chart
16.	Naman Calibration Laboratory Secrecy Rules

4. Blank sample formats for all the departments (36 sample formats)

It covers sample copy of blank forms required to maintain records as well as establish control and make system in the organization. The samples given are as a guide and not compulsory to follow and organization is free to change the same to suit own requirements. It can be used as templates and more than 36 formats are prepared as per list given below.

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List of Blank Formats

1.	Purchase Order	2.	Inward - Outward Register	3.	Job Description And Specification
4.	Indent And Incoming Inspection Record	5.	Non Conforming Register	6.	Environment Monitoring Register
7.	Approved Vendor List Cum Open Purchase Order	8.	Master List Cum Distribution List Of Documents	9.	Calibration Status Of Instrument / Equipment
10.	Supplier Registration Form	11.	Change Note	12.	Employee Competence Chart
13.	Open Purchase Order	14.	Corrective And Preventive Action Report	15.	Instrument History Card
16.	Intermediate Check Report	17.	Master List Of Records	18.	Uncertainty Checking Report
19.	Intermediate Check Report	20.	Annual Internal Quality Audit Schedule	21.	Deviation Acceptance Note
22.	Equipment Wise Preventive Maintenance Checkpoints	23.	Three Year Plan For Quality Control	24.	Complaint Report
25.	Training Need Cum Record Sheet	26.	Audit Plan	27.	Calibration Service Request Cum Instrument Receipt Challan
28.	Training Need Form	29.	Internal Audit Non-Conformity Report	30.	Customer Feed Back Form
31.	Training Calendar	32.	Clause Wise Document Wise Audit Review Report	33.	Quality Objectives
34.	Technical Training Records	35.	Audit Checklist	36.	Continual Improvement Plan

5. Filled formats for all the departments (32 filled formats)

It covers sample copy filled forms for the entire forms table given above to maintain records as well as establish control and make system in the organization. It is given as a guide for training to your team for how to fill the forms and appropriate examples are given.

List of Filled Formats

1.	Purchase Order	2.	Master List Cum Distribution List Of Documents	3.	Job Description And Specification
4.	Indent And Incoming Inspection Record	5.	Change Note	6.	Environment Monitoring Register
7.	Approved Vendor List Cum Open Purchase Order	8.	Corrective And Preventive Action Report	9.	Calibration Status Of Instrument / Equipment
10.	Supplier Registration Form	11.	Master List Of Records	12.	Employee Competence Chart
13.	Open Purchase Order	14.	Annual Internal Quality Audit Schedule	15.	Instrument History Card
16.	Intermediate Check Report	17.	Three Year Plan For Quality Control	18.	Uncertainty Checking Report
19.	Intermediate Check Report	20.	Audit Plan	21.	Deviation Acceptance Note
22.	Training Need Cum Record Sheet	23.	Internal Audit Non-Conformity Report	24.	Complaint Report
25.	Training Need Form	26.	Clause Wise Document Wise Audit Review Report	27.	Calibration Service Request Cum Instrument Receipt Challan
28.	Training Calendar	29.	Customer Feed Back Form	30.	Continual Improvement Plan
31.	Technical Training Records	32.	Quality Objectives		

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6. System requirement wise audit questionnaire (More than 250 Questions)

There covers audit questions based on system audit requirements. It will be very good tool for the internal to make audit questionnaire while auditing and make effectiveness in auditing. Total more than 200 questions are prepared for internal audit of calibration laboratory. It can be used as a very good tool for logically auditing during internal audit for ISO: 17025 system implementation.

Chapter-2.0 ABOUT COMPANY

Punyam management services pvt. ltd. is a progressive company and promoted by a group of qualified engineers and management graduates having rich experience of 20 years in certification consultancy and management areas. The company serves the global customers through on-site and off-site modes of service delivery systems. We offer a full range of consulting services geared towards helping all types of organizations to achieve competitiveness, certifications and compliance to international standards and regulations. So far we had **more than 1200 clients in more than 45 countries**. **Our readymade training and editable document kit helps the client in making their documents easy and make them complying to related system implementation faster.**

1. Our promoters and engineers have experience of **more than 1200 companies** globally for management training, certification consultancy. We had clients **in more than 45 countries.**
2. Highly qualified 40 team members (M.B.A., Degree engineers) and owner is having rich professional experience (since 1991).
3. We have 100% success rate for certification of our clients from reputed certifying body and branded image and leading name in the market.
4. Suggest continual improvement and cost reduction measures as well as highly informative training presentations and other products gives payback within 2 months against our cost.
5. So far more than 50000 employees are trained by us in certification.
6. We had spent more than 60000 man-days (170 man years) in preparing system certification documents and training slides.

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We are committed for:

1. Personal involvement & commitment from first day
2. Optimum charges
3. Professional approach
4. Hard work and update the knowledge of team members
5. Strengthening clients by system establishment and providing best training materials in any areas of management to make their house in proper manner
6. To establish strong internal control with the help of system and use of the latest management techniques

Chapter-3.0 USER FUNCTION

3.1 Hardware and Software Requirements

A. Hardware: -

- Our document kit can be better performed with the help of P3 and above computers with a minimum 10 GB hard disk space.
- For better visual impact of the power point documentation you may keep the setting of colour image at high colour.

B. Software used in Documentation kit

- Documents written in word 98 and window 2000 programs. You are therefore required to have office 2000 or above with word 98 or above and power point

3.2 Features of Documentation kit: -

- Contains all necessary documents as listed above and comply with the requirements of SYSTEMStandards and more than 1000 man days (9000 hours) are spent in preparation of document kit
- Written in Plain English
- It will save much time in typing and preparation of documents alone.
- User-friendly and easy to learn.

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- Developed under the guidance of experienced experts having experience of more than 200 companies implementation globally.
- Provides model of a Management system that is simple and free from excessive paperwork

Chapter-4.0 BENEFITS OF USING OUR DOCUMENT KIT

1. By using these documents, you can save a lot of your precious time while preparing the documents.
2. Take care for all the section and sub sections of standard and helps you in establishing better system.
3. Document kit enables you to change the contents and print as many copies as you need. The user can modify the documents as per their industry and create own documents for their organization
4. Readymade templates and sample documents are available which can reduce your time in document preparation
5. Save much time and cost in document preparation
6. The audit questions helps in making perfect audit checklist
7. You will get better control in your system due to our proven formats

For purchase Click Here ➡ Buy

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