D119: DEMO OF ISO/IEC 17025:2017 DOCUMENATION KIT FOR TESTING LABORATORY ACCREDITATION Price 499 USD

Totally editable documentation package for quick process improvement to implement the system

Completely editable document toolkit

(Quality Manual, Procedures, Exhibits, Work Instructions, SOPs, Formats, audit checklist etc.)

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Chapter-1.0 Contents of ISO/IEC 17025:2017 Laboratory accreditation (Testing Laboratory) document kit (More than 120 document files)

A. This editable documentation kit has 9 main directories in Word/Excel, as below:

Sr. No.	Directory	Details of Documents
1.	Quality Manual	01 Files in MS Word
2.	Procedures	22 Procedures in MS Word
3.	Exhibits	10 Exhibits in MS Word
4.	Standard Operating Procedures	11 Standard operating procedures in MS Word
5.	Blank Formats /Templates Name of departments	76 Blank Formats in MS Word / excel
	Customer service (CSD)	08 formats in MS Word
	Operation (OPN)	14 formats in MS Word
	Purchase (PUR)	09 formats in MS Word
	Quality control (QCD)	17 formats in MS Word / excel
	System (SYS)	17 formats in MS Word / excel
	Training (TRG)	11 formats in MS Word
6.	Sample MRM	03 Files in MS Word
7.	Audit checklists	More than 200 questions
8.	ISO/IEC 17025:2017 compliance matrix	01 File in MS Excel
9.	Sample Risk Template	01 File in MS Excel

Total 120 files in editable form; Quick Download by e-delivery

To get more information about laboratory accreditation for testing Documentation kit Click Here

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B. Documented information package:

Our document kit is having sample documents required for laboratory accreditation for testing laboratory accreditation as listed below. All documents are in MS-Word / excel format and you can edit it. You need to study it to do necessary changes as per your laboratory need and within 4 days your entire editable documents with all necessary details are ready as well as your team will got many ideas for system establishment to reduce the cost and effort with all necessary controls and your total documents are ready. We had given all type of templates and organization can use it as per their need and many organization are accredited globally in 1st trial with the help of our documents from any kind of stringent lead appraisal audit.

1. **Maintain documented information (Scope, Quality manual, procedures, exhibits, Sop, etc.)**
2. **Retain documented information (Forms / Templates)**

Under this directory, further files are made in the word document as per the details listed below which you can edit it. All the documents are related to laboratory accreditation for testing for and user can edit it in line with their own processes.

1. Quality Manual:

It covers sample copy of manual and clause wise details for how laboratory accreditation systems are implemented. It covers sample copy quality manual.

(A) Table of Contents

Chapter No.	Subject		Amendment No.	Page No.	ISO/IEC 17025 Clause Ref.
1	Cover page, Table of contents, amendment record sheet and glossary of terms (abbreviation)		00	1 – 6	==========
2	Authorization statement and laboratory profile and context of organization		00	7 – 9	==========
3	Control and distribution		00	10 – 11	==========
4.0	**General requirements**				
	4.1	Impartiality	00	12 – 13	**4.0**
	4.2	Confidentiality	00	14	
5.0	**Structural requirements**		00	15 – 20	**5.0**
6.0	**Resource requirements**				**6.0**
	6.1	General	00	21	
	6.2	Personnel	00	21 – 22	
	6.3	Facilities and environmental conditions	00	23	
	6.4	Equipment	00	24 – 26	
	6.5	Metrological traceability	00	27	
	6.6	Externally provided products and services	00	28 – 29	

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Chapter No.	Subject		Amendment No.	Page No.	ISO/IEC 17025 Clause Ref.
7.0	**Process requirements**				7.0
	7.1	Review of requests, tenders and contracts	00	30 – 31	
	7.2	Selection, verification and validation of methods	00	32 – 34	
	7.3	Sampling	00	35	
	7.4	Handling of test or calibration items	00	36 – 37	
	7.5	Technical records	00	38	
	7.6	Evaluation of measurement uncertainty	00	39	
	7.7	Ensuring the validity of results	00	40 – 41	
	7.8	Reporting of results	00	42 – 44	
	7.9	Complaints	00	45	
	7.10	Nonconforming work	00	46	
	7.11	Control of data–Information management	00	47	
8.0	**Management system requirements**				8.0
	8.1	Options	00	48	
	8.2	Management system documentation (Option A)	00	48 – 49	
	8.3	Control of management system documents (Option A)	00	50 – 52	
	8.4	Control of records (Option A)	00	53	
	8.5	Actions to address risks and opportunities (Option A)	00	54	
	8.6	Improvement (Option A)	00	55	
	8.7	Corrective action (Option A)	00	56	
	8.8	Internal audits (Option A)	00	57	
	8.9	Management reviews (Option A)	00	58	
Annexure					
ANX–1	List of documents		00	59 – 60	==========

Note → The amendment number given above is at the time of issue of this manual. If any page is amended then latest amendment number of such pages is recorded in amendment record sheet and on the table of content given above.

2. Procedures (22 procedures):

It covers sample copy of mandatory procedures covering all the details of ISO/IEC 17025:2017 laboratory accreditation for testing. The list of procedures provided is as below.

List of Procedures

1. Procedure for Maintaining impartiality of laboratory activities
2. Procedure for Personnel and training
3. Procedure for Maintain laboratory environmental condition

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4. Procedure for Handling, transport, storage, use and planned maintenance of equipment
5. Procedure for Intermediate checks
6. Procedure for Measurement traceability and calibration
7. Procedure for Procurement of externally provided products and services
8. Procedure for Review of requests, tenders and contracts
9. Procedure for Method verification and validation
10. Procedure for Transportation, receipt, handling, protection, storage, retention, and disposal or return of test items
11. Procedure for Evaluation of measurement uncertainty and statistical techniques for analysis of data
12. Procedure for Ensuring and monitoring of validity of result
13. Procedure for Receive, evaluate and make decisions on complaints
14. Procedure for Control of non–conforming work
15. Procedure for Control of data
16. Procedure for Document and data control
17. Procedure for Control of records
18. Procedure for Risk assessment
19. Procedure for Corrective action
20. Procedure for Internal audit
21. Procedure for Management review
22. Procedure for Providing statement of conformity and decision rule

3. Exhibits (10 exhibits):

It covers sample copy of exhibits covering all the details of ISO/IEC 17025:2017 laboratory accreditation for testing.

List of Exhibits

1. Exhibits for Skill requirements
2. Exhibits for Codification system
3. Exhibits for Calibration periodicity
4. Exhibits for Secrecy rules
5. Exhibits for Communication process
6. Exhibits for Impartiality policy
7. Exhibits for Sample receipt checklist
8. Exhibits for Scope of accreditation
9. Exhibits for Acceptance criteria for internal quality checks
10. Exhibits for Sampling plan

4. Standard Operating Procedures (11 SOPs)

It covers sample copy of standard operating procedures covering all the details of ISO/IEC 17025:2017 laboratory accreditation for testing.

List of SOPs

1. SOP for Protection and back–up of electronics records
2. SOP for Laboratory safety

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3. SOP for Sampling
4. SOP for Handling, Storage, and Use of CRM
5. SOP for Intermediate Check on CRM
6. SOP for Operation and Intermediate checks – Weighing Balance
7. SOP for Operation and Intermediate checks – Oven / Furnace / Humidity chamber
8. SOP for pH meter operation and standardization
9. SOP for Conductivity meter operation and standardization
10. SOP for Disposal method for retained samples
11. SOP for Site testing

5. Blank sample formats for all the departments (76 sample formats)

It covers a sample copy of blank forms that are required to maintain records as well as establish control and create system in the organization. The samples given area guide for the user to follow. The organization is free to change the same to suit their own requirements. It can be used as templates. A total of 76 blank formats are provided as per the list given below.

List of blank formats

1.	Test Request and Sample Receipt Report – Water and waste water	2.	Environment condition monitoring report
3.	Test Request and Sample Receipt Report – Process stack	4.	Facility supervision checklist
5.	Test Request and Sample Receipt Report – Ambient air	6.	pH meter calibration report
7.	Test Request and Sample Receipt Report – Sludge	8.	Inhouse calibration report
9.	Test Request, Sampling and monitoring – Noise	10.	Method verification report
11.	Customer Feedback Form	12.	Method validation report
13.	Complaint Report	14.	CRM Consumption report
15.	Inward Register	16.	Normality record sheet
17.	Equipment History Card	18.	List of critical consumables
19.	Preventive Maintenance Schedule	20.	Distil water test report
21.	Equipment Wise Preventive Maintenance Checkpoints	22.	Master List and Distribution List of Documents
23.	Control of non–conforming work	24.	Change Note
25.	Gate pass	26.	Corrective Action Report
27.	Work sheet – Chemical analysis of water / waste water	28.	Master List of Records
29.	Work sheet – Ambient air	30.	Quality objective monitoring report
31.	Work sheet – Process stack	32.	Audit plan / schedule
33.	Work sheet – Chemical analysis of sludge / solid waste	34.	Internal Audit Non–Conformity Report
35.	Test report – Chemical analysis of water / waste water	36.	Clausewise Documentwise Audit Review Report
37.	Test report – Ambient air	38.	Risk Assessment sheet
39.	Test report – Process stack	40.	Calibration Status of Equipment
41.	Test report – Chemical analysis of sludge / solid	42.	Clausewise audit report – Management system

waste

43. Test report – Noise measurement
44. Clausewise audit report – Technical requirements
45. Purchase Order
46. Circular
47. Indent – Purchase Requisition
48. Minutes of Meeting
49. Approved External Providers List
50. Improvement log
51. Supplier Registration Form
52. Periodic document review report
53. Open Purchase Order
54. Impartiality check report
55. Supplier Evaluation Report
56. Training Calendar
57. Inspection Report
58. Training Report
59. Sub–contractors / External service provider's agreement
60. Induction Training Report
61. Sub–contracting work register
62. Job Description And Specification
63. Four Year Plan for Quality Control
64. Skill Matrix
65. Re–test plan / execution report
66. Confidentiality Agreement
67. ILC Analysis Report (Standard Deviation Method)
68. Appointment Letter
69. Uncertainty Of Measurement
70. Employees Competence Report
71. Re–test Analysis Report
72. ISO/IEC 17025 Effectiveness Check Report
73. Intermediate check report – Weighing Balance
74. Technical Training Effectiveness check report
75. Intermediate check report – Oven
76. Interview report

6. Sample MRM

It covers sample copy management review meeting, agenda of management review meeting and laboratory objective review sheet.

7. Audit checklist (more than 200 questions)

There covers audit questions based on laboratory accreditation for testing 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 laboratory accreditation for testing. It can be used as a very good tool for logically auditing during internal audit for laboratory accreditation for testing. During internal audit verification of system to meet 17025 requirements helps for smooth accreditation audit.

8. ISO/IEC 17025:2017 compliance matrix

The ISO/IEC 17025:2017 testing requirement-wise list of documented information reference of this kit is given in the compliance matrix for easy reference of user to understand how this system is made.

9. Sample risk template

The ready to use risk template in editable form is given to prepare the risk document for the organization. It is given in excel and can be use as ready to use template.

Chapter-2.0 ABOUT COMPANY

Global manager group is a progressive company promoted by a group of qualified engineers and management graduates having rich experience of over 25 years in ISO 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, certification and compliance to international standards and regulations. So far, we have **more than 2700 clients in more than 36 countries**. **Our readymade training kit and editable documentation kit help the clients in making their documents with ease and complying with the related ISO standard faster.**

1. Our promoters and engineers have rich experience of providing management training and ISO series consultancy for **more than 2700 companies** globally. We have clients **in more than 36 countries.**
2. We are a highly qualified team of 80 members (M.B.A., Degree Engineers). Our Director has rich professional experience in this field (since 1991).
3. We have 100% success rate in ISO series certification for our clients from reputed certifying bodies. We possess a branded image and are a leading name in the global market.
4. We suggest continual improvement and cost reduction measures as well as provide highly informative training presentations and other products that give you payback within 2 months against our cost.
5. So far, we have trained more than 50000 employees in ISO series certification.
6. We have spent more than 60000 man-days (170 man-years) in the preparation of ISO documents and training slides.

Global Manager Group is committed for:

1. Personal involvement and commitment from the day one
2. Optimum charges
3. Professional approach and globally helped many companies for this standard.
4. Hard work and updating 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. Establishing 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 documentation kit can better perform with P4 and higher computers with a minimum of 10 GB hard disk space.
- For better visual impact, you may keep the setting at high color.

B. Software

- Documents are written in MS-Office 2007 and Windows XP programs. You are, therefore, required to have MS-Office 2007 or higher versions with Windows XP.

3.2 Features of Documentation kit

- The kit contains all necessary documents as listed, and complies with the requirements of system standards.
- The documents are written in easy to understand English language.
- This kit will save much time in typing and preparing your documents at your own.
- The kit is user-friendly to adopt and easy to learn.
- The contents of this kit are developed under the guidance of experienced experts.
- The kit provides a model of the 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 ISO documents.
2. The kit takes care of all the sections and sub-sections of ISO standards and helps you to establish better system.
3. This document kit enables you to change the contents and print as many copies as you need. The users can modify the documents as per their industry requirements and create their own ISO documents for their organization.
4. It will save much cost in document preparation.
5. You will get a better control in your system due to our proven formats.
6. You will also get a better control in your system as our proven documents and templates are developed under the guidance of experts and globally proven consultants. The team has a rich experience of more than 25 years in the ISO consultancy.
7. Our products are highly sold across the globe and are used by many multinational companies. They have got total satisfaction as well as experienced value for money.
8. In the preparation of documentation kit, our team has verified and evaluated the entire content at various levels. More than 1000 hours have been spent in the preparation of this documentation kit.
9. The entire kit is prepared by a globally proven team of leading ISO consultants.

Chapter-5.0 METHOD OF ONLINE DELIVERY

On secured completion of purchase we provide user name and password to download the product from our ftp server. Thus we are providing instant on line delivery of our products to user by sending e mail of user name and password

For Purchase Click Here ➡ Contact Us

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