D119: DEMO OF ISO/IEC 17025:2017 DOCUMENATION KIT FOR TESTING LABORATORY ACCREDITATION Price 999 USD

Complete editable document kit (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

The Total Editable Document kit has 8 main directories as below.

Laboratory accreditation for testing lab editable document kit

Sr. No.	List of Directory	Document of Details
1.	Quality Manual	01 files in MS Word
2.	Quality Procedures	20procedures in MS Word
3.	Exhibits	08exhibits in MS Word
4.	Work Instructions	05work instructions in MS Word
5.	Standard operating procedures	02 standard operating procedure in MS Word
6.	Formats	63 formats in MS Word / excel
	Marketing (MKT)	10 formats in MS Word
	Operation (OPN)	05 formats in MS Word
	Purchase (PUR)	08 formats in MS Word
	Quality control (QCD)	13 formats in MS Word / Excel
	System (SYS)	16 formats in MS Word / Excel
	Training (TRG)	11 formats in MS Word
7.	Sample Risk Template	01 files in MS Excel
8.	Audit checklist	More than 200 questions
Total 99 files quick download in editable form by e delivery		

B. Documentation:-

Our document kit is having sample documents required for laboratory accreditation for testing laboratory accreditation as listed below. 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

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per their need and many organizations are accredited globally in 1st trial with the help of our documents from any kind of stringent lead appraisal audit.

Under this directory further files are made in word document as per the details listed below. 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.

Manual Index

	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 – 12	==========
3	Control and distribution		00	13 – 14	==========
4.0	**General requirements**				
	4.1	Impartiality	00	15 – 16	**4.0**
	4.2	Confidentiality	00	17	
5.0	**Structural requirements**		00	18 – 23	**5.0**
6.0	**Resource requirements**				
	6.1	General	00	24	**6.0**
	6.2	Personnel	00	24 – 25	
	6.3	Facilities and environmental conditions	00	26	
	6.4	Equipment	00	27 – 29	
	6.5	Metrological traceability	00	30	
	6.6	Externally provided products and services	00	31 – 32	
7.0	**Process requirements**				
	7.1	Review of requests, tenders and contracts	00	33 – 34	**7.0**
	7.2	Selection, verification and validation of methods	00	35 – 37	
	7.3	Sampling	00	38	
	7.4	Handling of test or calibration items	00	39 – 40	
	7.5	Technical records	00	41	
	7.6	Evaluation of measurement uncertainty	00	42	
	7.7	Assuring the validity of results	00	43 – 44	

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	7.8	Reporting of results	00	45 – 47	
	7.9	Complaints	00	48	
	7.10	Nonconforming work	00	49	
	7.11	Control of data–Information management	00	50	
8.0	**Management system requirements**				**8.0**
	8.1	Options	00	51	
	8.2	Management system documentation (Option A)	00	51 – 52	
	8.3	Control of management system documents (Option A)	00	53 – 55	
	8.4	Control of records (Option A)	00	56	
	8.5	Actions to address risks and opportunities (Option A)	00	57	
	8.6	Improvement (Option A)	00	58	
	8.7	Corrective action (Option A)	00	59	
	8.8	Internal audits (Option A)	00	60	
	8.9	Management reviews (Option A)	00	61	
Annexure					
ANX–1	List of documents		00	62 – 63	==========
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 (21 Procedures):

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

List of procedure

1. Procedure for personnel and training
2. Procedure for maintain laboratory environmental condition
3. Procedure for handling, transport, storage, use and planned maintenance of equipment
4. Procedure for intermediate checks
5. Procedure for measurement traceability and calibration
6. Procedure for procurement of externally provided products and services
7. Procedure for review of requests, tenders and contracts
8. Procedure for method validation
9. Procedure for transportation, receipt, handling, protection, storage, retention, and disposal or return of test items

10. Procedure for evaluation of measurement uncertainty and statistical techniques for analysis of data
11. Procedure for assuring and monitoring of validity of result
12. Procedure for receive, evaluate and make decisions on complaints
13. Procedure for control of non–conforming work
14. Procedure for control of data
15. Procedure for document and data control
16. Procedure for control of records
17. Procedure for risk assessment
18. Procedure for corrective action
19. Procedure for internal audit
20. Procedure for management review

3. Exhibits (08 exhibits).

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

List of exhibits

1. Exhibits for skill requirements
2. Exhibits for codification system
3. Exhibit for calibration and Intermediate check 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 acceptance norms for internal quality checks

4. Work Instructions (05work instructions):

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

List of work instructions

1. Operating Instruction – Weighing balance
2. Operating Instruction – Hot Air Oven

3. Work instruction for Sample receipt
4. Work instruction for Water bath
5. Work instruction for Compression Testing Machine

5. Standard operating procedures (02 SOPs):

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

List of standard operating procedures (SOPs)

1. SOP for Intermediate checks – Weighing Balance
2. SOP for Intermediate checks – Oven / Furnace / Humidity chamber

6. Formats (63 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 63 formats are prepared as per list given below.

List of Formats

1. Test Request and Sample Receipt Report – Soil
2. Test Request and Sample Receipt Report – Aggregate (Coarse / Fine)
3. Test Request and Sample Receipt Report – Cement
4. Test Request and Sample Receipt Report – Concrete / Fresh Concrete
5. Test Request and Sample Receipt Report – Paver Block
6. Test Request and Sample Receipt Report – Brick
7. Test Request and Sample Receipt Report – Bitumen
8. Customer Feedback Form
9. Complaint Report
10. Inward Register
11. Equipment History Card
12. Preventive Maintenance Schedule
13. Equipment Wise Preventive Maintenance Checkpoints
14. Disposal Of Non–Conforming Work
15. Gate Pass
16. Purchase Order
17. Indent – Purchase Requisition
18. Approved Vendor List Cum Open Purchase Order
33. Bitumen Section Temperature Monitoring Report
34. Intermediate check report – Humidity chamber
35. Facility supervision checklist
36. CRM Consumption report
37. Master List Cum Distribution List of Documents
38. Change Note
39. Corrective Action Report
40. Master List of Records
41. Quality Objectives
42. Audit plan / schedule
43. Internal Audit Non–Conformity Report
44. Clause wise Document wise Audit Review Report
45. Risk Assessment sheet
46. Calibration Status of Equipment
47. Clause wise audit report – Quality Manager
48. Clause wise audit report – Technical Manager
49. Circular
50. Minutes of Meeting

19. Supplier Registration Form
20. Open Purchase Order
21. Supplier Evaluation Report
22. Inspection Report
23. Subcontracting work register
24. Four Year Plan for Quality Control
25. Re–test plan / execution report
26. Z Score Analysis Report (Standard Deviation Method)
27. Uncertainty Of Measurement
28. Re–test Analysis Report
29. Intermediate check report – Weighing Balance
30. Intermediate check report – Oven
31. Curing Tank Temperature Monitoring Report
32. Cement Section Environment Monitoring Report
51. Improvement log
52. Method validation report
53. Training Calendar
54. Training Report
55. Induction Training Report
56. Job Description And Specification
57. Skill Matrix
58. Confidentiality Agreement
59. Appointment Letter
60. Employees Competence Report
61. ISO/IEC 17025 Effectiveness Check Report
62. Technical Training Effectiveness check report
63. Interview report

7. 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.

8. 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 ISO/IEC 17025:2017 requirements helps for smooth accreditation audit

Chapter-2.0 ABOUT COMPANY

Global Manager Group is a progressive laboratory and promoted by a group of qualified engineers and management graduates having rich experience of 25 years in ISO consultancy and management areas. The laboratory 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 industries and laboratories to achieve competitiveness, certifications and compliance to international standards and regulations. So far we had **more than 1800 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 ISO standard faster.**

1. Our promoters and engineers have experience of **more than 1800 companies** globally for management training, ISO series consultancy. We had clients **in more than 45 countries.**
2. Highly qualified 50 team members (M.B.A., Degree engineers) and owner is having rich professional experience (since 1991).

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3. We have 100% success rate for ISO series 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 ISO series certification.
6. We had spent more than 60000 man-days (170 man years) in preparing ISO documents and training slides.

Global Manager Group is 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

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 Document you may keep the setting of colour image at high colour.

B. Software used in Document kit

- Documents written in MS Office 2003 and window XP programs. You are therefore required to have office 2003 or above with window XP

3.2 Features of Document kit:-

- Contains all necessary documents as listed above and comply with the requirements of laboratory accreditation standards.

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- Written in Plain English
- It will save much time in typing and preparation of documents alone.
- User-friendly and easy to learn.
- Developed under the guidance of experienced experts.
- 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 laboratory accreditation standard 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 laboratory accreditation documents.
4. Save much time and cost in document preparation.
5. You will get better control in your system due to our proven formats.
6. You will get better control in your system due to our proven documents and templates developed under the guidance of our experts and globally proven consultants having rich experience of more than 25 years in ISO consultancy.
7. Our products are highly sold globally and used by many multinational companies and had provided total customer satisfaction as well as value for money.
8. In preparation of document kits; it is been verified and evaluated at various levels of our team and more than 1000 hours are spent in preparation of this product kit.
9. Prepared by globally proven team of leading consultant

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