Chapter-1.0 Contents of ISO/IEC 17025:2017 Laboratory accreditation (Calibration Laboratory) document kit

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

Laboratory accreditation for calibration editable document kit

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Total 90 files quick download in editable form by e delivery

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B. Documentation

Our document kit is having sample documents required for laboratory accreditation for calibration 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 get 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.

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 calibration 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.

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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 (20 Procedures):

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

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

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

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 instrument receipt checklist
8. Exhibits for acceptance norms for internal quality checks
9. Exhibits for intermediate check frequency

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4. **Work Instructions (05 work instructions):**

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

**List of work instructions**

1. Work instruction for site calibration
2. Work instruction for instrument receipt checks
3. Work instruction for laboratory safety
4. Work instruction for Housekeeping
5. Work instruction for monitoring of illumination and noise level

5. **Calibration methods (02 calibration method):**

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

**List of Calibration method**

1. Calibration method – Micrometer
2. Calibration method – Glass thermometer

6. **Formats (53 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 53 formats are prepared as per list given below.

**List of Formats**

1. Calibration service request and instrument receipt report
2. Customer Feedback Form
3. Complaint Report
4. Inward Register
5. Calibration service request for on site calibration
6. Equipment History Card
7. Preventive Maintenance Schedule
8. Equipment Wise Preventive Maintenance Checkpoints
9. Disposal Of Non-Conforming Work
10. Gate Pass
11. Calibration service request for Site Calibration
12. Calibration service request for on site calibration
13. Change Note
14. Corrective Action Report
15. Master List of Records
16. Audit plan / schedule
17. Internal Audit Non-Conformity Report
19. Risk Assessment sheet
20. Calibration Status of Equipment
21. Clausewise audit report – Quality Manager
22. Clausewise audit report – Quality Manager
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25. Clausewise audit report – Quality Manager
26. Clausewise audit report – Quality Manager
27. Clausewise audit report – Quality Manager
28. Change Note
29. Corrective Action Report
30. Master List of Records
31. Quality Objectives
32. Audit plan / schedule
33. Internal Audit Non-Conformity Report
34. Clausewise Document wise Audit Review Report
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52. Clausewise audit report – Quality Manager
53. Clausewise audit report – Quality Manager

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11. Purchase Order
12. Indent – Purchase Requisition
13. Approved Vendor List Cum Open Purchase Order
14. Supplier Registration Form
15. Open Purchase Order
16. Supplier Evaluation Report
17. Inspection Report
18. Subcontracting work register
19. Four Year Plan for Quality assurance
20. IQC Analysis report (Re–calibration and replicate calibration analysis)
21. En Value calculation Report
22. Intermediate check report – Equipment (reference standard) wise
23. CRM consumption report
24. Environment condition monitoring report – Temperature and Humidity
25. Illumination, noise and power supply monitoring report
26. Housekeeping checklist
27. Master List and Distribution List of Documents
38. Clausewise audit report – Technical Manager
39. Circular
40. Minutes of Meeting
41. Improvement log
42. Method validation report
43. Training Calendar
44. Training Report
45. Induction Training Report
46. Job Description And Specification
47. Skill Matrix
48. Confidentiality Agreement
49. Appointment Letter
50. Employees Competence Report
51. ISO/IEC 17025 Effectiveness Check Report
52. Technical Training Effectiveness check report
53. 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 calibration 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 calibration. It can be used as a very good tool for logically auditing during internal audit for laboratory accreditation for calibration. During internal audit verification of system to meet ISO/IEC 17025:2017 requirements helps for smooth accreditation audit

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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 ready made 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).

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.

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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.
- 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.

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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.


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

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