D109: DEMO OF ISO/IEC 17025:2017 DOCUMENTATION KIT FOR CIVIL TESTING LABORATORY Price 699 USD

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

Completely editable document toolkit

(Quality Manual, procedures, exhibits, standard operating procedure, blank forms, audit checklists, etc.)

Buy: https://www.certificationconsultancy.com/laboratory-system-documents-manual-procedures.htm

Chapter-1.0 Contents of ISO/IEC 17025:2017 for Civil Testing document kit (More than 110 document files)

A. This editable documentation kit has 10 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	08 Exhibits in MS Word
4.	Work instruction	05 work instruction in MS Word
5.	Blank Formats /Templates Name of departments	70 Blank Formats in MS Word / excel
	Marketing (MKT)	10 formats in MS Word
	Operation (OPN)	06 formats in MS Word
	Purchase (PUR)	09 formats in MS Word
	Quality control (QCD)	14 formats in MS Word
	System (SYS)	19 formats in MS Word / excel
	Training (TRG)	12 formats in MS Word
6.	Standard Operating Procedures	02 Standard operating procedures in MS Word
7.	Sample MRM	03 Files in MS Word
8.	Audit checklists	More than 500 questions
9.	ISO/IEC 17025:2017 compliance matrix	01 File in MS Excel
10.	Sample Risk Template	01 File in MS Excel

Total 110 files in editable form; Quick Download by e-delivery

For more information about ISO/IEC 17025:2017 Civil 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 Civil 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 – 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**				**6.0**
	6.1	General	00	24	
	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	

For more information about ISO/IEC 17025:2017 Civil testing Documentation kit Click Here

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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	33 – 34	
	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	Ensuring the validity of results	00	43 – 44	
	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 (22 procedures):

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

List of Procedures

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

For more information about ISO/IEC 17025:2017 Civil testing Documentation kit Click Here

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 Ensuring 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
21. Procedure for Maintaining impartiality of laboratory activities
22. Procedure for Providing statement of conformity and decision rule

3. Exhibits (08 exhibits):

It covers sample copy of exhibits covering all the details of ISO/IEC 17025:2017 laboratory accreditation for Civil 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 instruction (05 work instruction):

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

List of work instruction

1. Operating Instruction – Weighing balance
2. Operating Instruction – Hot Air Oven
3. Work instruction for Sample receipt
4. Work instruction for Water bath

For more information about ISO/IEC 17025:2017 Civil testing Documentation kit Click Here

5. Work instruction for Compression Testing Machine

5. Blank sample formats for all the departments (70 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 70 blank formats are provided as per the list given below.

List of blank formats

1.	Test Request and Sample Receipt Report – Soil	2.	Intermediate check report – Humidity chamber
3.	Test Request and Sample Receipt Report – Aggregate (Coarse / Fine)	4.	Facility supervision checklist
5.	Test Request and Sample Receipt Report – Cement	6.	CRM Consumption report
7.	Test Request and Sample Receipt Report – Concrete / Fresh Concrete	8.	Distil water test report
9.	Test Request and Sample Receipt Report – Paver Block	10.	Master List and Distribution List of Documents
11.	Test Request and Sample Receipt Report – Brick	12.	Change Note
13.	Test Request and Sample Receipt Report – Bitumen	14.	Corrective Action Report
15.	Customer Feedback Form	16.	Master List of Records
17.	Complaint Report	18.	Quality Objectives
19.	Inward Register	20.	Audit plan / schedule
21.	Equipment History Card	22.	Internal Audit Non–Conformity Report
23.	Preventive Maintenance Schedule	24.	Clausewise Documentwise Audit Review Report
25.	Equipment Wise Preventive Maintenance Checkpoints	26.	Risk Assessment sheet
27.	Disposal Of Non–Conforming Work	28.	Calibration Status of Equipment
29.	Gate Pass	30.	Clausewise audit report – Quality Manager
31.	Test report	32.	Clausewise audit report – Technical Manager
33.	Purchase Order	34.	Circular
35.	Indent – Purchase Requisition	36.	Minutes of Meeting
37.	Approved External Providers List Cum Open Purchase Order	38.	Improvement log
39.	Supplier Registration Form	40.	Method validation report
41.	Open Purchase Order	42.	Method verification report
43.	Supplier Evaluation Report	44.	Impartiality check report
45.	Inspection Report	46.	Periodic document review report
47.	Subcontracting work register	48.	Training Calendar
49.	Sub–contractors / External service provider's agreement	50.	Training Report
51.	Four Year Plan for Quality Control	52.	Induction Training Report

53.	Re–test plan / execution report	54.	Job Description And Specification
55.	Z Score Analysis Report (Standard Deviation Method)	56.	Skill Matrix
57.	Uncertainty Of Measurement	58.	Confidentiality Agreement
59.	Re–test Analysis Report	60.	Appointment Letter
61.	Intermediate check report – Weighing Balance	62.	Employees Competence Report
63.	Intermediate check report – Oven	64.	ISO/IEC 17025 Effectiveness Check Report
65.	Curing Tank Temperature Monitoring Report	66.	Technical Training Effectiveness check report
67.	Cement Section Environment Monitoring Report	68.	Interview report
69.	Bitumen Section Temperature Monitoring Report	70.	Self study report for trainer

6. 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 Civil testing.

List of SOPs

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

7. Sample MRM

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

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 17025 requirements helps for smooth accreditation audit.

9. ISO/IEC 17025:2017 compliance matrix

The ISO/IEC 17025:2017 Civil 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.

10. 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.

For more information about ISO/IEC 17025:2017 Civil testing Documentation kit Click Here

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 username 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.