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Chapter-1.0 CONTENTS OF ISO/IEC 17043:2023 DOCUMENT KIT FOR TEST PT PROVIDER (More than 105 document files)

A. This editable documentation kit has 10 main directories in MS Word/excel, as below:

Sr. No.	Directory	Details of Documents
1.	Quality Manual	01 File in MS Word
2.	Quality Procedures	25 Procedures in MS Word
3.	Exhibits	10 Exhibits in MS Word
4.	Standard Operating Procedures	06 Standard operating procedures in MS Word
5.	**Blank Formats /Templates Name of departments**	**60 Blank Formats in MS Word / excel**
	CSD	07 formats in MS Word / excel
	OPN (Operation)	17 formats in MS Word / excel
	PUR (Purchase)	09 formats in MS Word
	SYS (System)	18 formats in MS Word / excel
	TRG (Training)	09 formats in MS Word
6.	Proficiency testing Design Plan	01 file in Ms. word
7.	Sample filled master report	02 files in MS Word / excel
8.	ISO/IEC 17043:2023 Audit checklist	More than 250 questions
9.	Filled sample risk assessment and opportunity sheet	01 files in MS excel
10.	ISO/IEC 17043:2023 document matrix	01 File in MS Excel
	Total 105 files in editable form; Quick Download by e-delivery	

For more information about ISO/IEC 17043:2023 Document kit Click Here

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B. Documented information package:

Our documentation kit contains sample documents required for ISO/IEC 17043:2023 certification as listed below. **All documents are in MS-Word/Excel files and you can edit them. You can make changes as per your organization's need and within few days your entire documents** with all necessary controls will be ready. In the ISO/IEC 17043:2023, documented information (procedures, SOPs, etc.) are required a few places only. But for making the system better, we have provided many editable templates from which a user can select templates as per their own requirement and make some minor changes in them to make own system. Two types of documented information are provided in this kit, as listed below:

1. **Maintain documented information (Scope, Manual, etc.)**
2. **Retain documented information (Forms / Templates)**

Under the main directories, further files are provided in MS Word/excel document as per the details given below.

1. Quality Manual:

It covers sample copy of quality manual for proficiency testing. It describes how all requirement of ISO/IEC 17043:2023 standard for proficiency testing. It covers list of procedures as well as overview of organization and covers tier1 of ISO/IEC 17043:2023 documents.

(A) Table of Contents

Chapter No.	Subject		Amendment No.	Page No.	ISO/IEC 17043:2023 Clause Ref.
1	Cover page, table of contents, amendment record sheet and glossary of terms (abbreviation)		00	1 – 5	==========
2	Authorization statement and organization profile		00	6 – 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 – 18	
5.0	**Structural requirements**		00	19 – 24	**5.0**
6.0	**Resource requirements**				
	6.1	General	00	25	**6.0**
	6.2	Personnel	00	25 – 26	
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		Process requirements				
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	7.2	Design and planning of a PT scheme	00	33 – 36	
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	8.8	Internal audits	00	58	
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Annexure						
ANX–1	List of documents		00	60 – 61	==========

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. Quality Procedures (25 procedures):

It covers sample copy of mandatory procedures covering all the details of ISO/IEC 17043:2023 standard. The list of quality procedures provided in the kit is given below.

List of Procedures

1. Procedure for impartiality
2. Procedure for protection of participant's confidential information
3. Procedure for personnel and training
4. Procedure to maintain environmental condition
5. Procedure for purchasing
6. Procedure for review request, tender and contracts for the proficiency testing scheme

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7. Procedure for operation of proficiency testing scheme and review of the nomination of participants

8. Procedure for design planning for proficiency testing scheme

9. Procedure for prevention of collusion and falsification while conducting PT Program

10. Procedure for selection of measurement method or test method

11. Procedure for preparation of proficiency test item

12. Procedure for assessment of homogeneity and stability of proficiency test item

13. Procedure for calculation of assigned value and its standard uncertainty

14. Procedure for handling, storage, packaging, labeling, and distribution of proficiency test item

15. Procedures to ensure appropriate selection, acquisition, collection, identification, preparation, handling, storage and, where required, disposal of all PT items

16. Procedure for evaluation of proficiency testing scheme results

17. Procedure for control of nonconforming work

18. Procedure for complaint handling

19. Procedure to receive, evaluate and make decisions on appeal

20. Procedure for document and data control

21. Procedure for control of records

22. Procedure for Risk assessment

23. Procedure for corrective action

24. Procedure for internal audit

25. Procedure for management review

3. Exhibits (10 exhibits)

It covers sample copy of exhibits covering all the details of ISO/IEC 17043:2023 standard.

List of Exhibits

1. Impartiality policy
2. Secrecy and confidentiality rules
3. Communication process
4. Competence and skill requirements
5. PT calendar with general information
6. Instructions for participants
7. PT item Preservation guidelines
8. Use of PT reports by participant or customer
9. Quality Policy

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10. Document codification system

4. Standard operating procedures (06 SOPs)

It covers sample copy of standard operating procedure as per ISO/IEC 17043:2023. It takes care of all such issues and used as a training guide as well as to 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.

List of Standard operating procedures

1. SOP for preparation of Stainless steel proficiency test item for chemical analysis by OES
2. SOP for preparation of Aggregate proficiency test item
3. SOP for preparation of Waste water (effluent part–1) proficiency test item
4. SOP for preparation of Cement proficiency test item
5. SOP for preparation of Bitumen proficiency test item
6. SOP for preparation of Waste water (effluent Part–2) proficiency test item

5. Blank sample formats for all the departments (60 sample formats)

This directory includes sample copy of blank forms that are required to maintain records as well as establish control and create system in the organization. The samples are given for the users as a guide to follow. The organization is free to change the same to suit their own requirements. The blank formats can be used as templates. A total of 60 blank formats are provided as per the list given below.

List of blank formats

1. Corporate PT request review report
2. Registration form
3. Participants data bank
4. Complain report
5. Complain register
6. Appeal report
7. Appeal register
8. Environment condition monitoring report
9. Facility supervision checklist
10. Proficiency Testing Design Plan
11. Method selection report
12. PT Item production plan
13. PT Item production report
14. PT item delivery note
15. PT item receipt note (to be filled by participant)

31. Inspection Report
32. Work order
33. External provider's audit report
34. Quality objective monitoring report
35. Masterlist and distribution list of documents
36. Change Note
37. Periodic document review report
38. Masterlist of records
39. Risk assessment and opportunity sheet
40. Improvement – Minutes of meeting
41. Customer Feedback Form
42. Nonconforming work report
43. Corrective action report
44. Audit Plan / Schedule
45. Internal Audit Non–Conformity Report

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16.	Result sheet	46.	Clause wise document wise audit review report
17.	Homogeneity assessment report	47.	Clause wise audit report – Management requirements
18.	Stability assessment report	48.	Clause wise audit report – Technical requirements
19.	Assigned value report	49.	Circular – MRM Agenda
20.	Measurement uncertainty calculation report	50.	Minutes of management review meeting
21.	PT scheme overall report	51.	Impartiality check report
22.	PT item stock report	52.	Training Calendar
23.	Preservation assessment report	53.	Training Report
24.	PT report	54.	Induction Training Report
25.	Purchase Order	55.	Job Description and Specification
26.	Indent (Purchase requisition)	56.	Skill Matrix
27.	Approved External Providers List	57.	Confidentiality and Impartiality Agreement
28.	Supplier Registration Form	58.	Appointment Letter
29.	External provider's agreement	59.	Employees Competence Report
30.	Supplier Evaluation Report	60.	Training Goal (Education, training and skill)

6. Proficiency Testing Design Plan

It covers sample copy of proficiency testing design plan covering all the details of ISO/IEC 17043:2023 standard.

7. Sample filled master report

It covers sample copy of proficiency testing filled master report as per ISO/IEC 17043:2023 standard.

8. ISO/IEC 17043:2023 Audit Checklist (More than 250 Questions)

This covers audit questions based on the ISO/IEC 17043:2023 requirements. It will be a very good tool for the auditors to make audit questionnaire for auditing. It will bring effectiveness in auditing. A total of more than 250 questions are prepared on the basis of ISO/IEC 17043:2023

9. Filled sample risk assessment sheet

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

10. Document matrix

This document matrix contains ISO/IEC 17043:2023 requirement wise list of documented information for easy reference of users and to understand how this system is made.

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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, certifications 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

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.

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Chapter-3.0 USER FUNCTION

3.1 Hardware and Software Requirements

A. Hardware

- Our documentation kit can better perform with the help of 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.

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Chapter-4.0 BENEFITS OF USING OUR DOCUMENTATION KIT

1. By using these documents, you can save a lot of your precious time while preparing the ISO/IEC 17043:2023 documents.

2. The kit takes care of all the sections and sub-sections of ISO/IEC 17043:2023 standards and helps you to establish better system.

3. This documentation 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/IEC 17043:2023 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 completion of the secured purchase, we provide a username and password to download the product from our FTP server. We provide instant online delivery of our products to the user by sending an e-mail of username and password.

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