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Chapter – 1.0 Contents of ISO/IEC 17025:2017 for civil testing document kit (More than 110 document files)

A. The entire Document kit has 9 main directories as below.

Sr. No.	List of Directory	Document of Details
1.	Quality Manual	01 Files in MS-Word
2.	Procedures	21 procedures in MS-Word
3.	Exhibits	08 exhibits in MS-Word
4.	Work instruction	05 work instruction in MS-Word
5.	**Formats / Templates** Name of departments	70 formats in MS-Word / Excel
	Marketing (MKT)	10 formats in MS-Word
	OPN	06 formats in MS-Word
	Purchase (PUR)	09 formats in MS-Word
	Quality control (QCD)	14 formats in MS-Word / Excel
	System (SYS)	19 formats in MS-Word / Excel
	Training (TRG)	12 formats in MS-Word
6.	Standard Operating Procedures	02 SOPs in MS-Word
7.	Sample Risk Template	01 files in MS Excel
8.	Audit checklist	More than 200 questions
9.	ISO/IEC 17025:2017 compliance matrix	01 File in MS-Excel

Total 110 files quick download in editable form by e delivery

B. Documentation:-

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

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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 4 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**				
	6.1	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	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	

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		Management system requirements				
8.0	8.1	Options	00	51	**8.0**
	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 17025:2017 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
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

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3. Exhibits (10 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
5. Work instruction for Compression Testing Machine

5. Blank formats (70 forms)

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 Formats

1.	Test Request and Sample Receipt Report – Soil	36.	Intermediate check report – Humidity chamber
2.	Test Request and Sample Receipt Report – Aggregate (Coarse / Fine)	37.	Facility supervision checklist
3.	Test Request and Sample Receipt Report – Cement	38.	CRM Consumption report
4.	Test Request and Sample Receipt Report – Concrete / Fresh Concrete	39.	Distil water test report
5.	Test Request and Sample Receipt Report – Paver Block	40.	Master List and Distribution List of Documents
6.	Test Request and Sample Receipt Report – Brick	41.	Change Note
7.	Test Request and Sample Receipt Report – Bitumen	42.	Corrective Action Report
8.	Customer Feedback Form	43.	Master List of Records
9.	Complaint Report	44.	Quality Objectives
10.	Inward Register	45.	Audit plan / schedule
11.	Equipment History Card	46.	Internal Audit Non–Conformity Report
12.	Preventive Maintenance Schedule	47.	Clausewise Documentwise Audit Review Report
13.	Equipment Wise Preventive Maintenance Checkpoints	48.	Risk Assessment sheet
14.	Disposal Of Non–Conforming Work	49.	Calibration Status of Equipment

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15.	Gate Pass	50.	Clausewise audit report – Quality Manager
16.	Test report	51.	Clausewise audit report – Technical Manager
17.	Purchase Order	52.	Circular
18.	Indent – Purchase Requisition	53.	Minutes of Meeting
19.	Approved External Providers List Cum Open Purchase Order	54.	Improvement log
20.	Supplier Registration Form	55.	Method validation report
21.	Open Purchase Order	56.	Method verification report
22.	Supplier Evaluation Report	57.	Impartiality check report
23.	Inspection Report	58.	Periodic document review report
24.	Subcontracting work register	59.	Training Calendar
25.	Sub–contractors / External service provider's agreement	60.	Training Report
26.	Four Year Plan for Quality Control	61.	Induction Training Report
27.	Re–test plan / execution report	62.	Job Description And Specification
28.	Z Score Analysis Report (Standard Deviation Method)	63.	Skill Matrix
29.	Uncertainty Of Measurement	64.	Confidentiality Agreement
30.	Re–test Analysis Report	65.	Appointment Letter
31.	Intermediate check report – Weighing Balance	66.	Employees Competence Report
32.	Intermediate check report – Oven	67.	ISO/IEC 17025 Effectiveness Check Report
33.	Curing Tank Temperature Monitoring Report	68.	Technical Training Effectiveness check report
34.	Cement Section Environment Monitoring Report	69.	Interview report
35.	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 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 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.

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Chapter-2.0 ABOUT COMPANY

Global manager group is a progressive company and promoted by a group of qualified engineers and management graduates having rich experience of 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 ready-made training and editable document kit helps the client in making their documents with ease and makes them comply with the related ISO standard faster.**

1. Our promoters and engineers have experience in providing management training, 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 60 members (M.B.A., Degree engineers). Our owner has a rich professional experience in this field (since 1991).
3. We have 100% success rate in ISO series certification for our clients from reputed certifying body. We possess a branded image and are a leading name in the global market.
4. We, also, suggest continual improvement and cost reduction measures as well as 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 & 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 document kit can be better performed with the help of P3 and above computers with a minimum of 10 GB hard disk space.

- For better visual impact of the PowerPoint slides, you may keep the setting of colour image at high colour.

B. Software used in Document kit

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

3.2 Features of Document kit:-

- The kit contains all necessary documents as listed above and complies with the requirements of system standards.

- The documents are written in easy to understand English language.

- It 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 kit content is 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 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 standard and helps you to establish better system.

3. The 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 requirements and create their own ISO documents for their organization.

4. It will save much of the time and 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 due to our proven documents and templates 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 provided a total customer satisfaction as well as experienced value for money.

8. In the preparation of document kits; our team has verified and evaluated the entire content at various levels. More than 1000 hours are spent in the preparation of this product 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 ➡ BUY

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