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Complete editable document tool kit (Policy, manual, procedures(includes mandatory procedures refereed in iso/iec17025 requirements) , forms, audit checklist, Exhibits etc.) for quick accreditation of test laboratory. Many test laboratories globally have got ISO/IEC 17025 accreditation with use of our documentation kit

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Chapter-1.0 Contents of Laboratory Accreditation for Testing Document Kit (More than 100 document files)

A. The entire Editable Document kit has 6 main directories as below.

Sr. No.	List of Directory	Document of Details
1.	Manual	08 files in Ms. word
2.	Procedures	18 procedures in Ms. word
3.	Standard Operating Procedures	07 SOPs in Ms. word
	Exhibits	05 exhibit in Ms. word
4.	Formats / Templates Name of departments	42 formats in Ms. Word
	Customer care	07 formats in Ms. Word
	Purchase	04 formats in Ms. Word
	Maintenance /instrument operation	03 formats in Ms. Word
	Calibration	07 formats in Ms. Word
	Retain Room	01 formats in Ms. Word
	Training	06 formats in Ms. Word
	Stores	02 formats in Ms. Word
	Quality Control	02 formats in Ms. Word
	Quality Management System	09 formats in Ms. Word
	Operation	01 formats in Ms. Word
5.	Filled Formats all departments	22 filled formats in Ms. Word
6.	Laboratory Accreditation of Testing Audit Checklist	More than 250 questions

Total 102 files quick download in editable form by e delivery

To get more information about laboratory accréditation documentation (Testing Lab) Click Here

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B. Laboratory accreditation for testing documents list:

Laboratory accreditation for testing document matrix	
Doc No.	**Document title**
4.0	
F/TRG/02	Job Description and Specification
	Scope Of Accreditation
F/QMS/05	Quality Objectives
QP01	Procedure For Document Control
EQMS01	Exhibit for Abbreviation
F/QMS/01	Master List Cum Distribution List of Documents
F/QMS/02	Change Note
F/LIM/01	LIMS – Re–Configure request form
F/LIM/02	LIMS – Re–schedule request form
F/LIM/03	LIMS – Operation target
QP02	Procedure for Contract Review
EQMS03	Sample receipt checklist
SOP05	SOP for the schedule for routine sampling and laboratory testing
SOP06	SOP for acceptance testing of non–routine sampling by the laboratory
SOP07	SOP for responsibility for sampling
SOP08	SOP for sampling procedure
SOP09	SOP for receipt of samples by the laboratory
F/CSD/01	Non–Routine analysis request / Result sheet
F/CSD/04	Investigation study lab form / Request form
F/CSD/05	Calibration Service Request Cum Instrument Receipt Challan
	Subcontracting the Tests
QP03	Procedure for Purchasing
EQMS04	Chemicals, Reagents, certified reference material primary standards checklist
SOP02	SOP for storage of laboratory chemicals and apparatus and spare parts
F/PUR/01	Purchase Request
F/PUR/02	Supplier Registration Form
F/PUR/02/01	Direct purchase requisition
F/PUR/02/02	Purchase request for services
F/PUR/03	Approved Vendor List

To get more information about laboratory accréditation documentation (Testing Lab) Click Here

F/PUR/04	Purchase Order
F/PUR/05	Requesting material form
F/STR/01	Inward Report
F/STR/02	Stock Register
F/CSD/02	Customer Feedback Form
F/CSD/06	Customer Visit Register
QP04	Procedure for Complaint Handling
F/CSD/03	Complaint Report
QP05	Procedure for Control of Non-Conforming Work
F/NCP/01	Non-Conforming Work Register
F/QCD/01	QC Checklist for Control man
	Improvement
QP06	Procedure for Corrective and Preventive Action
F/QMS/03	Corrective/Preventive action Report
QP07	Procedure for Control Of Records
F/QMS/04	Master List Of Records
F/LIM/01	LIMS – Re–Configure request form
F/LIM/02	LIMS – Re–schedule request form
F/LIM/03	LIMS – Operation target
QP08	Procedure for Internal Quality Audit
F/QMS/06	Audit Plan
F/QMS/07	Internal Audit Non-Conformity Report
F/QMS/08	Clausewise Documentwise Audit Review Report
F/QMS/08/1	Audit check list
QP09	Procedure for Management Review
5.0	
	General technical requirements
QP10	Procedure for Personnel and Training
F/TRG/01	Training Details Form
F/TRG/02	Job Description and Specification
F/TRG/03	Induction Training Report
F/TRG/04	Employees Competence Report
F/TRG/05	Training Calendar

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F/TRG/06	Skill Matrix
QP11	Procedure for Accommodation and Environment
SOP01	SOP for Storage and retention of sample in retain sample room
F/QCD/01	QC Checklist - Control man
F/QCD/02	Illumination Monitoring report
F/QCD/03	Temperature Monitoring Report
F/HKC/01	Checklist for Housekeeping
QP12	Procedure for Working Procedure
SOP03	SOP for use of logbooks
SOP11	SOP for change of test methods
F/NCP/01	Non conforming work register
F/NCP/02	Waiver request form
F/QMS/03	Corrective / Preventive action report
QP13	Procedure for Measurement Uncertainty
SOP04	SOP for preparation and monitoring of control charts
QP14	Procedure for Equipment and Reference Materials
F/OPN/01	Performance acceptance certificate
F/OPN/02	Equipment History Card
F/OPN/03	Preventive Maintenance Schedule
F/OPN/04/xx	Equipment wise Preventive Maintenance Checkpoints
F/OPN/05	Mechanical Completion Certificate
QP15	Procedure for Measurement Traceability and Calibration
EQMS02	Exhibit for Calibration Periodicity
CXX	Calibration Methods for Equipment Calibration / ASTM Standards
F/CAL/01/01	Calibration / Validation certificate–Physical
F/CAL/01/01A	Calibration / Validation certificate–RON
F/CAL/01/02	Conductivity Meter Calibration Report
F/CAL/02	standard Reference material Record
F/CAL/03	Calibration Status of Equipment
F/CAL/04	Calibration Status Indicator
F/CAL/05	Calibration Card
SOP08	Sampling Procedure
QP16	Procedure for Handling of Test Item

To get more information about laboratory accréditation documentation (Testing Lab) Click Here

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TXX	ASTM standards / Reference testing methods
SOP01	SOP for Storage and retention of retain samples
SOP16	SOP for release of finished products
F/RRC/01/03	Project sample retain report
QP17	Procedure for Quality Control / Verification
SOP12	SOP for verify accuracy of the laboratory results
SOP04	SOP for preparation and monitoring of control charts
F/QCD/01	QC Checklist - Control man
QP18	Procedure for Preparation, Review and Issue of Test Certificates / Reports
EQMS05	Exhibit for Out of limit Checklist
SOP13	Reporting and Distribution, Recording and Storage of Analytical results
SOP14	SOP for action taken on abnormal results

C. Documentation: -

Our document kit is having sample documents required for laboratory accreditation for testing certification as listed below. All documents are in word and you can edit it. You can do changes as per your company need and within 4 days your entire documents with all necessary details are ready and our many organization are certified globally in 1st trial with the help of our documents from any stringent certification audit.

Under this directory further files are made in word Document as per the details listed below. All the documents are related to calibration laboratory.

1. Manual (6 Chapters and 2 Annexure):

It covers sample copy of manual and clause wise details for how laboratory accreditation systems are implemented. It covers list of procedures as well as overview of organization and covers tier1 of laboratory accreditation documents. It is having total 8 chapters covering company profile, amendment sheet, index, clause wise details as per laboratory accreditation for implementation, sample Quality policy and organization chart. It covers sample copy of manual and clause wise details for how laboratory accreditation systems are implemented. It covers list of procedures as well as overview of organization and covers tier 1 of laboratory accreditation documents.

Table Of Contents

Chapter No.	Subject	Page No.
	Section – 1	
1	Table of contents and amendment record Sheet	1 – 4
2	Authorization statement profile	1 – 6

To get more information about laboratory accréditation documentation (Testing Lab) Click Here

3	Control and distribution	1 – 3
Section – 2		
1 to 6	**Detail chapters explaining management commitment and at macro level how system is implemented to comply requirements**	=====
ANNEXURE		
ANX–I	List of quality procedures	1
ANX–II	Glossary of terms	1
Note: -	The Revision No. given above is at the time of issue of this manual. If any page is amended then latest Revision No. of such pages is recorded in amendment record sheet.	

2. Procedures (18 procedures):

It covers sample copy of mandatory procedures covering all the details like purpose, scope, responsibility, how procedure is followed as well as list of exhibits, reference documents and formats. The list of sample procedures provided is as below and it helps to meet mandatory compliance procedures under ISO/IEC 17025 accreditation audit done by auditors of MRA accreditation body.

List of Procedures

1. Procedure For Document And Data Control
2. Procedure For Contract Review
3. Procedure For Purchasing
4. Procedure For Complaint Handling
5. Procedure For Control Of Non–Conforming Work
6. Procedure For Corrective And Preventive Action
7. Procedure For Control Of Records
8. Procedure For Internal Audit
9. Procedure For Management Review
10. Procedure For Personnel And Training
11. Procedure For Accommodation And Environment
12. Procedure For Working Procedure
13. Procedure For Measurement Uncertainty
14. Procedure For Equipment And Reference Materials
15. Procedure For Measurement Traceability And Calibration
16. Procedure For Handling Of Test Items
17. Procedure For Quality Control / Verification
18. Procedure For Preparation, Review And Issue Of Test Certificates/ Reports

3. SOP/Work Instructions/Exhibits (07 SOPs and 5 Exhibits):

It covers standard operating procedures, work instructions and exhibit tables for guideline to staff for working. It covers SOPs and activities for good work practices. It covers guideline for establishing controls on significant aspects, work instructions for operators as well as standard operating procedures. It is useful for testing process control and establishes effective laboratory

management system with good laboratory practices culture. It covers sample dos and don'ts and guideline tables in the form of exhibits as per details given below. It helps your laboratory in process mapping as well as preparing the SOPS and work instructions for own organization.

List of SOPs

1.	SOP01	Storage and retention of sample in retain sample room
2.	SOP02	Results reporting
3.	SOP03	Sampling procedure
4.	SOP04	Verify Accuracy of Laboratory results
5.	SOP05	Reporting, Distribution, Recording and Storage of Analytical Results
6.	SOP06	Actions taken on abnormal results
7.	SOP07	Follow–up of secrecy rules in Laboratory

List of Exhibits

1.	EQMS01	Exhibit for abbreviation used in system
2.	EQMS02	Calibration Periodicity
3.	EQMS03	Sample Receipt Checklist
4.	EQMS04	Chemicals, Reagents, Certified Reference Material, Primary Standards Checklist
5.	EQMS05	Exhibit For Out Of Limit Checklist

4. Blank sample formats for all the departments (42 sample 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 42 formats are prepared as per list given below.

List of Blank format

1.	Calibration Reference Material	2.	Master List Of Records
3.	Calibration/Validation Certificate	4.	Quality Objectives
5.	Conductivity Meter Calibration Report	6.	Audit Plan / Schedule
7.	Calibration Card	8.	Internal Audit Non-Conformity Report
9.	Calibration Status Of Equipment	10.	Clausewise Documentwise Audit Review Report
11.	Validation Status Indicator	12.	Non–Conforming Work Register
13.	Calibration Status Indicator	14.	Purchase Request
15.	Customer Complaint register	16.	Supplier Registration Form
17.	Non-Routine Analysis Request / Results Sheet	18.	Approved Vendor List
19.	Customer Feedback Form	20.	Purchase Order
21.	Complaint Report	22.	Illumination Monitoring report
23.	Investigation / Study Lab Form	24.	QC Checklist for Control man
25.	Request for Lab test	26.	Project Sample Retain Record
27.	Customer / visitor visit feedback register	28.	Inward Report

29.	Equipment History Card	30.	Stock Register
31.	Preventive Maintenance Schedule	32.	Training details
33.	Equipment Wise Preventive Maintenance Checkpoints	34.	Job Description
35.	Auditor Check list	36.	Induction Training Report
37.	Master List Cum Distribution List of Documents	38.	Employees Competence Report
39.	Change Note	40.	Training Calendar
41.	Corrective / Preventive Action Report	42.	Skill Matrix

5. Filled Formats for All the Departments (More than 22 filled formats)

It covers sample copy filled forms for the few identified samples and for all the forms as per file name given in section to maintain records as well as establish control and make system in the organization. It is given as a guide for training to your team for how to filled the forms and appropriate examples are given.

List of filled format

1.	Physical Lab Calibration/Validation Certificate	2.	Temperature Monitoring Report
3.	Calibration/Validation Certificate CU Bath	4.	Master List Cum Distribution List Of Documents
5.	Calibration/Validation Certificate Thermometer	6.	Change Note
7.	Calibration Status Of Equipment Physical Lab	8.	Corrective And Preventive Action Report
9.	Purchase Order	10.	Master List Of Records
11.	Calibration Status Of Instrument / Equipment	12.	Quality Objectives
13.	Customer Feed Back Form	14.	Audit Plan / Schedule
15.	Complaint Report	16.	Internal Audit Non-Conformity Report
17.	Instrument History Card	18.	Clausewise Documentwise Audit Review Report
19.	Equipment Wise Preventive Maintenance Checkpoints	20.	Preservation Assessment Checklist
21.	Approved Vendor List	22.	Job Description and Specification

6. Laboratory Accreditation for testing Requirement Wise Audit Questionnaire (More than 300 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 for clause no. 4, 5 of 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

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 20 years in certification 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 had **more than 1200 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 system standard faster.**

1. Our promoters and engineers have experience of **more than 1200 companies** globally for management training, system series consultancy. We had clients **in more than 45 countries**.
2. Highly qualified 40 team members (M.B.A., Degree engineers) and owner is having rich professional experience (since 1991).
3. We have 100% success rate for system 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 system series certification.
6. We had spent more than 60000 man-days (170 man years) in preparing system 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

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 10 GB hard disk space.
- For better visual impact of the power point documentation you may keep the setting of colour image at high colour.

B. Software used in Documentation kit

- Documents written in word 98 and window 2000 programs. You are therefore required to have office 2000 or above with word 98 or above and power point

3.2 Features of Documentation kit: -

- Contains all necessary documents as listed above and comply with the requirements of system Standards and more than 1000 man days (9000 hours) are spent in preparation of document kit
- 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 having experience of more than 200 companies' system implementation globally.
- Provides model of a Management system that is simple and free from excessive paperwork

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Chapter-4.0 BENEFITS OF USING OUR DOCUMENT KIT

1. Take care for all the section and sub sections of laboratory accreditation standard and helps you in establishing better system.
2. 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 own laboratory accreditation documents for their organization
3. Readymade templates and sample documents are available which can reduce your time in document preparation
4. Save much time and cost in document preparation
5. The audit questions helps in making perfect audit checklist You will get better control in your system due to our proven formats

For purchase Click Here ➡ BUY

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