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Complete editable ISO/IEC 17043:2010 document kit (manual, procedures, formats, exhibits, SOPs etc.)

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Chapter-1.0 CONTENTS OF ISO/IEC 17043:2010 DOCUMENT KIT (More than 80 document files)

The Total Editable Document kit has 6 main directories as below.

ISO/IEC 17043:2010 Editable Document kit for proficiency testing

Sr. No.	List of Directory	Document of Details
1.	Quality Manual	01 files in Ms. word
2.	Procedures	23 procedures in Ms. word
3.	Formats / Templates Name of departments	48 formats in Ms. Word
	CSD	04 formats in Ms. Word
	OPN (Operation)	11 formats in Ms. Word & Excel
	PUR (Purchase)	10 formats in Ms. Word
	SYS (System)	14 formats in Ms. Word
	TRG (Training)	09 formats in Ms. Word
4.	Standard Operating Systems	06 SOPs in Ms. word
5.	Exhibits	03 exhibits in Ms. word
6.	Proficiency testing Design Plan	01 file in Ms. word

Total 80 files quick download in editable form by e delivery

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B. Documentation:-

Our document kit is having sample documents required for ISO/IEC 17043:2010 certification as listed below. You need to study it do necessary changes as per your company need and within 4 days your entire editable documents with all necessary details are ready and many organization are certified globally in 1st trial with the help of our documents from any kind of 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 any kind of manufacturing/process industry.

1. Quality Manual:

It covers sample copy of quality manual for proficiency testing. It describes how all requirement of ISO/IEC 17043:2010 standard for proficiency testing. It covers list of procedures as well as overview of organization and covers tier 1 of ISO/IEC 17043:2010 documents.

ISO/IEC 17043:2010 Manual Index

Chapter No.	Subject	Amendment No.	Page No.	ISO/IEC 17043:2010 Clause Ref.	
Section – 1					
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	=====	
Section – 2					
4	Technical requirements			4.0	
	4.1	General	00		15
	4.2	Personnel	00		16 – 17
	4.3	Equipment, accommodation and environment	00		18
	4.4	Design of proficiency testing schemes	00		19 – 24
	4.5	Choice of method or procedure	00		25
	4.6	Operation of proficiency testing schemes	00		26 – 28
	4.7	Data analysis and evaluation of proficiency testing scheme results	00		29 – 30
	4.8	Reports	00		31 – 32
	4.9	Communication with participants	00		33
4.10	Confidentiality	00	34		

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Management Requirements					
5	5.1	Organization	00	35 – 37	5.0
	5.2	Management system	00	38 – 43	
	5.3	Document control	00	44 – 45	
	5.4	Review of requests, tenders and contracts	00	46	
	5.5	Subcontracting services	00	47	
	5.6	Purchasing services and supplies	00	48	
	5.7	Services to the customer	00	49	
	5.8	Complaints and appeals	00	50	
	5.9	Control of non-conforming work	00	51	
	5.10	Improvement	00	52	
	5.11	Corrective actions	00	53 – 54	
	5.12	Preventive actions	00	55	
	5.13	Control of records	00	56 – 57	
	5.14	Internal audits	00	58	
	5.15	Management review	00	59	
Annexure					
ANX-1	List of quality procedures	00	60	=====	
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 (23 Procedures):

It covers sample copy of mandatory procedures covering all the details of ISO/IEC 17043:2010 standard.

- 1 Procedure for personnel and training
- 2 Procedure for design planning for proficiency testing scheme
- 3 Procedure for preparation of proficiency test item
- 4 Procedure for assessment of homogeneity and stability of proficiency test item
- 5 Procedure for calculation of assigned value and its standard uncertainty
- 6 Procedure for Handling, storage, packaging, labeling, and distribution of proficiency test item
- 7 Procedure for evaluation of proficiency testing scheme results
- 8 Procedure for protection of participant's confidential information
- 9 Procedure for document and data control
- 10 Procedure for operation of proficiency testing scheme and review of the nomination of

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participants

- 11 Procedure for Review request, tender and contracts for the proficiency testing scheme
- 12 Procedure for Subcontracting
- 13 Procedure for Purchasing
- 14 Procedure for Complaint Handling
- 15 Procedure for Control of Non-Conforming Work
- 16 Procedure for corrective action
- 17 Procedure for preventive action
- 18 Procedure for Control of Records
- 19 Procedure for internal audit
- 20 Procedure for Management Review
- 21 Procedure for measurement traceability and calibration
- 22 Procedure for Prevention of Collusion and Falsification while Conducting PT Programmes
- 23 Procedure for impartiality

3. Blank Formats (48 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.

List of Formats

- | | |
|-----------------------------------------------------|----------------------------------------------------|
| 1. Form No. 1, Participation in Proficiency Testing | 2. Participant feedback form |
| 3. Complaint report | 4. Complaint register |
| 5. Participants Data Bank Register | 6. Sample delivery note |
| 7. Annex-A, Result Sheet | 8. Proficiency test report |
| 9. Homogeneity check report | 10. Assigned value by other method |
| 11. Stability check report | 12. Sample Stock Register |
| 13. Proficiency Testing Design Plan | 14. Preservation Assessment Checklist |
| 15. Equipment History Card | 16. Purchase Order |
| 17. Indent | 18. Approved Vendor List |
| 19. Supplier Registration Form | 20. Open purchase order |
| 21. Supplier Evaluation Report | 22. Inspection Report |
| 23. Approved subcontractor list | 24. Work order |
| 25. Subcontractor audit report | 26. Master List Cum Distribution List of Documents |
| 27. Change Note | 28. Corrective Action Report |
| 29. Master List of Records | 30. Quality Objectives |
| 31. Audit Plan / Schedule | 32. Internal Audit Non-Conformity Report |
| 33. Clause wise Document wise Audit Review Report | 34. Preventive Action Report |

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- | | |
|-------------------------------------------|---------------------------------------------|
| 35. Calibration Status of Equipment | 36. Audit Checklist – Top Management |
| 37. Audit Checklist – Quality Manager | 38. Audit Checklist – Training |
| 39. Audit Checklist – Technical Operation | 40. Training Calendar |
| 41. Training Report | 42. Induction Training Report |
| 43. Job Description And Specification | 44. Skill Matrix |
| 45. Confidentiality Agreement | 46. Appointment Letter |
| 47. Employees Competence Report | 48. Education, training and skill objective |

4. Standard Operating Systems (06 SOPs)

It covers sample copy of mandatory standard operating procedures and sanitation practices covering all the details as per ISO/IEC 17043:2010 standard requirements for proficiency the lists of operating procedures are listed below.

List of SOPs

- 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. Exhibits (03 Exhibits)

It covers sample copy of exhibits covering all the details of ISO/IEC 17043:2010 standard.

- 1 Codification System
- 2 Calibration periodicity
- 3 Collection, Preservation and Analysis of Waste water samples

6. Proficiency Testing Design Plan

It covers sample copy of proficiency testing design plan covering all the details of ISO/IEC 17043:2010 standard.

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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 20 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 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 ISO or BRC standard faster.**

1. Our promoters and engineers have experience of **more than 1200 companies** globally for management training, ISO 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 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

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 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 ISO/IEC 17043:2010 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.

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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/IEC 17043:2010 documents.
2. Take care for all the section and sub sections of ISO/IEC 17043:2010 standard helps you in establishing better system.
3. 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 ISO/IEC 17043:2010 documents for their organization.
4. Save much time and cost in document preparation.
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 20 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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