

## D158: DEMO OF ISO/IEC 17025:2017 FOR METAL/ALLOY TESTING DOCUMENT KIT **Price 499 USD**

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(Quality Manual, procedures, exhibits, work instruction, blank forms, audit checklists, etc.)

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### Chapter-1.0 Contents of ISO/IEC 17025:2017 Laboratory accreditation (metal/alloy Laboratory) document kit (More than 120 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.	Quality Procedures	21 procedures in MS Word
3.	Exhibits	08 exhibits in MS Word
4.	Work Instructions	16 work instructions in MS Word
5.	Formats	70 formats in MS Word / excel
	Marketing (MKT)	05 formats in MS Word
	Operation (OPN)	23 formats in MS Word
	Purchase (PUR)	07 formats in MS Word
	Quality control (QCD)	09 formats in MS Word / Excel
	System (SYS)	15 formats in MS Word / Excel
	Training (TRG)	11 formats in MS Word
6.	Sample Management review meeting	03 Files in MS Word
7.	Audit checklist	More than 200 questions
8.	Sample Risk Template	01 files in MS Excel
9.	ISO/IEC 17025:2017 compliance matrix	01 File in MS Excel

**Total 120 files quick download in editable form by e delivery**

### B. Documentation:-

Our document kit is having sample documents required for laboratory accreditation for metal/alloy laboratory accreditation as listed below. 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 get 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

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per their need and many organization are accredited globally in 1<sup>st</sup> trial with the help of our documents from any kind of stringent lead appraisal audit.

Under this directory further files are made in word document as per the details listed below. All the documents are related to laboratory accreditation for metal/alloy for and user can edit it in line with their own processes.

## 1. QualityManual:

It covers sample copy of manual and clause wise details for how laboratory accreditation systems are implemented. It covers sample copy quality manual.

## Manual Index

	Table of contents				
Chapter No.	Subject		Amend ment 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
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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	
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	7.4	Handling of test or calibration items	00	39 – 40	
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<b>Note→</b>	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 (20 Procedures):**

It covers sample copy of mandatory procedures covering all the details of ISO/IEC 17025:2017 laboratory accreditation for metal/alloy.

### **List of procedure**

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

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or return of test items

10. Procedure for evaluation of measurement uncertainty and statistical techniques for analysis of data
11. Procedure for assuring 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 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 metal/alloy.

#### **List of exhibits**

1. Exhibit for Skill Requirements
2. Exhibit for Codification System
3. Exhibit for Calibration and Intermediate check Periodicity
4. Exhibit for Secrecy rules
5. Exhibit for Communication process
6. Exhibit for Impartiality policy
7. Exhibit for Sample receipt checklist
8. Exhibit for Acceptance norms for internal quality checks

### **4. Work Instructions (16 work instructions):**

It covers sample copy of standard operating procedures covering all the details of ISO/IEC 17025:2017 laboratory accreditation for metal/alloy.

#### **List of work instructions**

- |   |   |
|---|---|
| 1. Operating Instruction – Weighing balance                                 | 9. Impact test  |
| 2. Operating Instruction – Hot Air Oven / Muffle Furnace                    | 10. Proof load test of nuts                               |
| 3. Work instruction for Sample receipt                                      | 11. Macro Test and Fracture Test (Fillet) of Welded Joint |
| 4. Chemical analysis of metals / alloys using Optical Emission Spectrometer | 12. Bend and Re–bend test                                 |

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- |                                   |                     |
|-----------------------------------|---------------------|
| 5. Sample preparation for OES     | 13. Flattening test |
| 6. Universal Tensile testing test | 14. Flaring test    |
| 7. Opinion and Interpretation     | 15. Micro test      |
| 8. Hardness testing               | 16. IGC Practices   |

### **5. Formats (70 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 70 formats are prepared as per list given below.

#### **List of Formats**

- |  |   |
|--|---|
| 1. Test Request and sample receipt report – Chemical analysis by OES           | 36. Four Year Plan for Quality Control                  |
| 2. Test Request and sample receipt report – Mechanical test of metals / alloys | 37. Re-test plan / execution report                     |
| 3. Customer Feedback Form  | 38. Z Score Analysis Report (Standard Deviation Method) |
| 4. Complaint Report  | 39. Uncertainty Of Measurement                          |
| 5. Inward Register   | 40. Re-test Analysis Report                             |
| 6. Equipment History Card  | 41. Intermediate check report – Weighing Balance        |
| 7. Preventive Maintenance Schedule   | 42. Intermediate check report – Oven / Incubator        |
| 8. Equipment Wise Preventive Maintenance Checkpoints                           | 43. Environment Condition Monitoring Report             |
| 9. Disposal Of Non-Conforming Work   | 44. Housekeeping checklist                              |
| 10. Gate Pass  | 45. Master List and Distribution List of Documents      |
| 11. Work sheet – Chemical analysis   | 46. Change Note   |
| 12. Work sheet – UTS   | 47. Corrective Action Report                            |
| 13. Work sheet – Hardness test   | 48. Master List of Records                              |
| 14. Work sheet – Impact test   | 49. Quality Objectives                                  |
| 15. Work sheet – Proof load test of nuts                                       | 50. Audit plan / schedule                               |
| 16. Work sheet – Flattening test   | 51. Internal Audit Non-Conformity Report                |
| 17. Work sheet – Flaring test  | 52. Clause-wise Document-wise Audit Review Report       |
| 18. Work sheet – Micro test  | 53. Risk Assessment sheet                               |
| 19. Work sheet – IGC Practices   | 54. Calibration Status of Equipment                     |
| 20. Test report – Chemical analysis  | 55. Clause-wise audit report – Quality Manager          |
| 21. Test report – UTS  | 56. Clause-wise audit report – Technical Manager        |
| 22. Test report – Hardness test  | 57. Circular  |
| 23. Test report – Impact test  | 58. Minutes of Meeting                                  |

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- |  |   |
|--|---|
| 24. Test report – Proof load test of nuts        | 59. Improvement log                               |
| 25. Test report – Flattening test                | 60. Training Calendar                             |
| 26. Test report – Flaring test                   | 61. Training Report                               |
| 27. Test report – Micro test                     | 62. Induction Training Report                     |
| 28. Test report – IGC Practices                  | 63. Job Description And Specification             |
| 29. Purchase Order                               | 64. Skill Matrix                                  |
| 30. Indent – Purchase Requisition                | 65. Confidentiality Agreement                     |
| 31. Approved Vendor List Cum Open Purchase Order | 66. Appointment Letter                            |
| 32. Supplier Registration Form                   | 67. Employees Competence Report                   |
| 33. Open Purchase Order                          | 68. ISO/IEC 17025 Effectiveness Check Report      |
| 34. Supplier Evaluation Report                   | 69. Technical Training Effectiveness check report |
| 35. Inspection Report                            | 70. Interview report                              |

## **6. Sample MRM**

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

## **7. Audit Checklist (more than 200 questions)**

There covers audit questions based on laboratory accreditation for metal/alloy 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 metal/alloy. It can be used as a very good tool for logically auditing during internal audit for laboratory accreditation for metal/alloy. During internal audit verification of system to meet ISO/IEC 17025:2017 requirements helps for smooth accreditation audit

## **8. 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.

## **9. ISO/IEC 17025:2017 compliance matrix**

The ISO/IEC 17025:2017 metal/alloy 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 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.

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## **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.

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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 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 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 the kit to the users by sending an e-mail of username and password.

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