

# D156: DEMO OF ISO/IEC 17025:2017 FOR PETROLEUM TESTING DOCUMENT KIT **Price 499 USD**

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(Quality Manual, procedures, exhibits, standard operating procedure, blank forms, audit checklists, etc.)

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## Chapter – 1.0 Contents of ISO/IEC 17025:2017 for Petroleum testing document kit (More than 150 document files)

A. The entire Document kit has 10 main directories as below.

Sr. No.	List of Directory	Document of Details
1.	Quality Manual	01 Files in MS Word
2.	Procedures	22 Procedures in MS Word
3.	Exhibits	10 exhibits in MS Word
4.	Standard Operating Procedures	11 SOPs in MS Word
5.	Formats / Templates Name of departments	73 formats in MS Word / Excel
	CSD	09 formats in MS Word
	OPN	06 formats in MS Word
	Purchase (PUR)	09 formats in MS Word
	Quality control (QCD)	19 formats in MS Word/ Excel
	System (SYS)	18 formats in MS Word/ Excel
	Training (TRG)	12 formats in MS Word
6.	Observation sheets	32 sheets in MS Excel
7.	Sample Management review meeting	03 Files in MS Word
8.	Audit checklist	More than 200 questions
9.	Sample Risk Template	01 files in MS Excel
10.	ISO/IEC 17025:2017 compliance matrix	01 File in MS Excel

**Total 150 files quick download in editable form by e delivery**

### B. Documentation:-

Our document kit is having sample documents required for laboratory accreditation for Petroleum 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 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 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.

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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

(7) 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 – 8	=====
2	Authorization statement and laboratory profile and context of organization		00	9 – 11	=====
3	Control and distribution		00	12 – 13	=====
4.0	<b>General requirements</b>				
	4.1	Impartiality	00	14 – 15	4.0
	4.2	Confidentiality	00	16	
5.0	<b>Structural requirements</b>		00	17 – 22	5.0
6.0	<b>Resource requirements</b>				6.0
	6.1	General	00	23	
	6.2	Personnel	00	23 – 24	
	6.3	Facilities and environmental conditions	00	25	
	6.4	Equipment	00	26 – 28	
	6.5	Metrological traceability	00	29	
	6.6	Externally provided products and services	00	30 – 31	
7.0	<b>Process requirements</b>				7.0
	7.1	Review of requests, tenders and contracts	00	32 – 33	
	7.2	Selection, verification and validation of methods	00	34 – 36	
	7.3	Sampling	00	37	
	7.4	Handling of test or calibration items	00	38 – 39	
	7.5	Technical records	00	40	
	7.6	Evaluation of measurement uncertainty	00	41	
	7.7	Ensuring the validity of results	00	42 – 43	
	7.8	Reporting of results	00	44 – 46	
	7.9	Complaints	00	47	
	7.10	Nonconforming work	00	48	
	7.11	Control of data–Information management	00	49	

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Chapter No.	Subject	Amendment No.	Page No.	ISO/IEC 17025 Clause Ref.
<b>8.0</b>	<b>Management system requirements</b>			<b>8.0</b>
	8.1 Options	00	50	
	8.2 Management system documentation (Option A)	00	50 – 51	
	8.3 Control of management system documents (Option A)	00	52 – 54	
	8.4 Control of records (Option A)	00	55	
	8.5 Actions to address risks and opportunities (Option A)	00	56	
	8.6 Improvement (Option A)	00	57	
	8.7 Corrective action (Option A)	00	58	
	8.8 Internal audits (Option A)	00	59	
	8.9 Management reviews (Option A)	00	60	
<b>Annexure</b>				
ANX-1	List of documents	00	61 – 62	=====
<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 (22 procedures):**

It covers sample copy of mandatory procedures covering all the details of ISO/IEC 17025:2017 laboratory accreditation for Petroleum testing. The list of procedures provided is as below.

### **List of Procedures**

1. Procedure for Maintaining impartiality of laboratory activities
2. Procedure for Personnel and training
3. Procedure for Maintain laboratory Petroleum condition
4. Procedure for Handling, transport, storage, use and planned maintenance of equipment
5. Procedure for Intermediate checks
6. Procedure for Measurement traceability and calibration
7. Procedure for Procurement of externally provided products and services
8. Procedure for Review of requests, tenders and contracts
9. Procedure for Method verification and validation
10. Procedure for Transportation, receipt, handling, protection, storage, retention, and disposal or return of test items
11. Procedure for Evaluation of measurement uncertainty and statistical techniques for analysis of data
12. Procedure for Ensuring and monitoring of validity of result
13. Procedure for Receive, evaluate and make decisions on complaints
14. Procedure for Control of non-conforming work
15. Procedure for Control of data
16. Procedure for Document and data control

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17. Procedure for Control of records
18. Procedure for Risk assessment
19. Procedure for Corrective action
20. Procedure for Internal audit
21. Procedure for Management review
22. Procedure for Providing statement of conformity and decision rule

### **3. Exhibits (10 exhibits)**

It covers sample copy of exhibits covering all the details of ISO/IEC 17025:2017 laboratory accreditation for Petroleum testing.

#### **List of exhibits**

1. Exhibits for Skill requirements
2. Exhibits for Codification system
3. Exhibits for Calibration 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 Scope of accreditation
9. Exhibits for Acceptance criteria for internal quality checks
10. Exhibits for Sampling plan

### **4. Standard Operating Procedures (11 SOPs)**

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

#### **List of SOPs**

1. SOP for Protection and back-up of electronics records
2. SOP for Laboratory safety
3. SOP for Sampling
4. SOP for Handling, Storage, and Use of CRM
5. SOP for Intermediate Check on CRM
6. SOP for Operation and Intermediate checks – Weighing Balance
7. SOP for Operation and Intermediate checks – Oven / Furnace / Humidity chamber
8. SOP for pH meter operation and standardization
9. SOP for Conductivity meter operation and standardization
10. SOP for Disposal method for retained samples
11. SOP for Site testing

### **5. Blank formats (73 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 73 blank formats are provided as per the list given below.

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## List of Formats

- |   |  |
|---|--|
| 1. Test Request And Sampling Sheet – Gasoline               | 38. CRM Consumption report                           |
| 2. Test Request And Sampling Sheet – Diesel                 | 39. Normality record sheet                           |
| 3. Test Request And Sampling Sheet – Gas                    | 40. List of critical consumables                     |
| 4. Test Request And Sampling Sheet – Sulfur                 | 41. Distil water test report                         |
| 5. Test Request And Sampling Sheet – Petroleum coke         | 42. SQC Schedule                                     |
| 6. Test Request And Sampling Sheet – Benzene                | 43. SQC Sample preparation report                    |
| 7. Customer Feedback Form                                   | 44. Master List and Distribution List of Documents   |
| 8. Complaint Report   | 45. Change Note                                      |
| 9. Inward Register  | 46. Corrective Action Report                         |
| 10. Equipment History Card                                  | 47. Master List of Records                           |
| 11. Preventive Maintenance Schedule                         | 48. Quality objective monitoring report              |
| 12. Equipment Wise Preventive Maintenance Checkpoints       | 49. Audit plan / schedule                            |
| 13. Control of non-conforming work                          | 50. Internal Audit Non-Conformity Report             |
| 14. Gate pass   | 51. Clausewise Documentwise Audit Review Report      |
| 15. Test report   | 52. Risk Assessment sheet                            |
| 16. Purchase Order  | 53. Calibration Status of Equipment                  |
| 17. Indent – Purchase Requisition                           | 54. Clausewise audit report – Management system      |
| 18. Approved External Providers List                        | 55. Clausewise audit report – Technical requirements |
| 19. Supplier Registration Form                              | 56. Circular   |
| 20. Open Purchase Order                                     | 57. Minutes of Meeting                               |
| 21. Supplier Evaluation Report                              | 58. Improvement log                                  |
| 22. Inspection Report                                       | 59. Periodic document review report                  |
| 23. Sub-contractors / External service provider's agreement | 60. Impartiality check report                        |
| 24. Sub-contracting work register                           | 61. LIMS change request report                       |
| 25. Four Year Plan for Quality Control                      | 62. Training Calendar                                |
| 26. Re-test plan / execution report                         | 63. Training Report                                  |
| 27. ILC Analysis Report (Standard Deviation Method)         | 64. Induction Training Report                        |
| 28. Uncertainty Of Measurement                              | 65. Job Description And Specification                |
| 29. Re-test Analysis Report                                 | 66. Skill Matrix                                     |
| 30. Intermediate check report – Weighing Balance            | 67. Confidentiality Agreement                        |
| 31. Intermediate check report – Oven                        | 68. Appointment Letter                               |
| 32. Environment condition monitoring report                 | 69. Employees Competence Report                      |
| 33. Facility supervision checklist                          | 70. ISO/IEC 17025 Effectiveness Check Report         |
| 34. pH meter calibration report                             | 71. Technical Training Effectiveness check report    |
| 35. Inhouse calibration report                              | 72. Interview report                                 |
| 36. Method verification report                              | 73. Self study report for trainer                    |
| 37. Method validation report                                |  |

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## 6. Observation sheets (32 sheets)

It covers sample copy of observation sheets covering all the details of ISO/IEC 17025:2017 laboratory accreditation for Petroleum testing.

### List of Observation sheets

- |   |  |
|---|--|
| 1. Ramsbottom Carbon Residue of Petroleum Products                  | 17. Aromatics and Olefin %   |
| 2. Penetration of bituminous materials                              | 18. Copper strip corrosion   |
| 3. Doctor test  | 19. Ductility  |
| 4. Sediments by extraction  | 20. Fuel Icing Inhibitor   |
| 5. Exitent Gum Content in Fuels by Jet Evaporation                  | 21. Ash Test   |
| 6. Oxidation Stability of Aviation Fuels (Potential Residue Method) | 22. Water Reaction of Aviation Fuels                                     |
| 7. Acidity  | 23. Water Reaction of Conradson Carbon Residue of Petroleum Products     |
| 8. Water and sediments  | 24. Water in Petroleum Products and Bituminous Materials by Distillation |
| 9. Research Octane Number   | 25. pH of Water  |
| 10. Motor Octane Number   | 26. Conductivity of Water  |
| 11. Electrical conductivity   | 27. Iron in Water  |
| 12. Particulate contamination in ATF                                | 28. Chloride in Water  |
| 13. Solubility  | 29. M Alkalinity and O Alkalinity  |
| 14. Copper strip corrosion by LPG                                   | 30. Sulfite in Water   |
| 15. Retain Penetration of bituminous materials                      | 31. Total Suspended Solids   |
| 16. Smoke point   | 32. Flash Point by Pensky Martens  |

## 7. Sample MRM

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

## 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. 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.

## 10. ISO/IEC 17025:2017 compliance matrix

The ISO/IEC 17025:2017 Petroleum 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.

### **Chapter-4.0 BENEFITS OF USING OUR DOCUMENT KIT**

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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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