

[Organization logo]

[Organization name]

Commented [170251]: All fields in this document marked by square brackets [] must be filled in.

FACILITIES AND ENVIRONMENTAL CONDITION PROCEDURE

Commented [170252]: The laboratory's physical facility and the environment within.

Code:	
Version:	0.1
Created by:	
Approved by:	
Date of version:	
Signature:	

Commented [170253]: Adapt to the organization's practice for document and record control.

Distribution List for Paper-based Documents

Commented [17A4]: This is only necessary if document is in paper form; otherwise, this table should be deleted.

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Change History

Date	Version	Created by	Description of change
	0.1	17025Academy	Basic document outline

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1. Purpose, Scope and Users

The purpose of this procedure is to describe the process of facility management and having a control of resources.

This procedure is applied to laboratory activities within the Quality Management System (QMS).

The facility procedure includes, but is not limited to: facility requirements, environmental controls and general facility controls. This procedure excludes equipment management, control and calibration.

Users of this document are [laboratory management and employees] of [organization name].

Commented [170255]: Adapt to the organization's current practice.

2. Reference Documents

- ISO/IEC 17025:2017 standard, clauses 6.3
- [Other legal and contractual requirements]

Commented [170256]: Add some documents with requirements, if they are related to facilities and environment, or good housekeeping practices.

3. Laboratory Facilities Management

3.1. Facility Requirements

[Job title] ensures that facility and environmental conditions are always suitable for all laboratory practices are maintained.

Commented [170257]: Laboratory or Quality manager.

[Job title] implements, monitors, and periodically reviews laboratory practices, methods, and

Commented [170258]: Laboratory or Quality manager.

3.2. Facility Controls

[Job title] takes action to ensure that facility controls are implemented, monitored and followed. Facility-related activities must also be periodically reviewed:

Commented [1702510]: Laboratory or Quality manager.

- [Redacted]
- [Redacted]
- [Redacted]

Commented [1702511]: Take care about influences that can

3.3. Environmental Conditions

[Job title] monitors, controls and records environmental conditions as required by relevant

Commented [1702512]: Laboratory or Quality manager.

- Temperature
- Relative Humidity

Commented [1702513]: Remove those that do not apply and add any others that do apply.

[Job title] performs periodic environmental checks and records them in the Record of Laboratory Environmental Controls form [frequency of periodic environmental checks].

Commented [17A14]: Laboratory technician.

Commented [17A15]: Please include the frequency for how

4. Managing Records Kept on the Basis of this Document

Record name	Code	Storage		Responsibility
		Retention time	Location	
Record of Laboratory Environmental Controls	PR.07.1	7 years	[office of Laboratory Manager]	[job title]

Commented [1702516]: ISO/IEC 17025 requires this information on all calibration certificates.

Commented [1702517]: Insert who will be responsible for keeping this document and making it available when needed.

Commented [1702518]: If the record is in electronic form, write the name of the folder on Laboratory Manager's computer.

5. Appendices

- Appendix 1 – Record of Laboratory Environmental Controls