[Organization logo]

[Organization name]

Commented [17A1]: All fields in this document marked by square brackets [ ] must be filled in.

HANDLING OF ITEMS RECEIVED FOR TESTING PROCEDURE

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

Commented [17A2]: Adapt to the existing practice in your organization.

Distribution List for Paper-based Documents

Commented [17A3]: This is only necessary if document is in paper form; otherwise, this table should be deleted.

Copy No.	Distributed to	Date	Signature	Returned	
				Date	Signature

Change History

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

Table of Contents

1. Purpose, Scope and Users

The purpose of this procedure is to ensure that items that are received for testing and calibration are handled appropriately to protect the interests of [Organization name] and its customers, and that [Organization name] meets all of the requirements of ISO/IEC 17025:2017 to protect the integrity of the sample during transport, receipt, handling, protection, storage, retention, and disposal.

This procedure covers all test and calibration items used for testing or measurement.

Users of this procedure are laboratory management and all laboratory personnel.

2. References

- ISO/IEC 17025:2017 clause 7.4
- ISO/IEC Guide 99
- Quality Manual

3. Handling Procedure

To keep track of items received for testing or calibration, along with their results, [Organization name] uses a Laboratory Information Management System (LIMS) [LIMS name]. The steps in 3.1 to 3.5 of this

3.1. Identification of Test and Calibration Items

[Job title] must ensure that each item received has a unique, unambiguous, and traceable identification,

the customer if there are any limitations in the type of characters that can be used while naming the item.

way that allows these sub-divided items to be linked to the original sample from which they were divided.

3.2. Protection during Transport and Storage before Testing

Commented [17A4]: Guide 99 provides a set of

Commented [17A5]: You will find this document in the ISO 17025 Toolkit folder "03_Quality_Manual".

Commented [17A6]: If your laboratory doesn't have a

Commented [17A7]: Please include the name of any computerized LIMS that your laboratory uses.

Commented [17A8]: Sample receptionist or laboratory assistant.

Commented [17A9]: Laboratory assistant.

Commented [17A10]: For example, the code can consist

Commented [17A11]: Sample receptionist or laboratory assistant.

Commented [17A12]: You should use this document to

Commented [17A13]: Laboratory assistant.

Commented [17A14]: For example, if there was one item

[Job title] must confirm transport requirements necessary to protect the integrity and security of the [illegible] items.

[Job title] must ensure that the appropriate storage conditions are known and communicated to the [illegible]

3.3. Receipt, and Suitability of Items for Registration

[Job title] is responsible for the inspection and registration of items delivered for testing. Items must be received and inspected in the [sample registration] area, prior to registration.

[illegible]

- Number of items matches the records.
- Unique, unambiguous labeling of items, identifiable against records supplied with the samples.
- [illegible]
- [illegible]
- [illegible]
- [illegible]
- Pre-treatment such as preservation, filtering, or other pre-treatment conditions met, as specified, e.g., sample dried, or a clean-up process was followed.
- [illegible]

[Job title] must check if there is any additional information, such as handling instructions provided for the laboratory, e.g., instructions to process the entire sample.

[illegible] which results may be affected by the deviation, as well as the nature of the deviation.

3.4. Laboratory Storage and Conditioning

[illegible]

Commented [17A15]: Laboratory or Quality Assurance Manager.

Commented [17A16]: Sales or customer service representative.

Commented [17A17]: Sales or customer service representative.

Commented [17A18]: Laboratory or Quality Assurance Manager.

Commented [17A19]: May refer not only to appropriate [illegible]

Commented [17A20]: Sample receptionist or laboratory assistant.

Commented [17A21]: Please specify the name of the area designated for this purpose.

Commented [17A22]: Sample receptionist or laboratory assistant.

Commented [17A23]: Sample receptionist or laboratory assistant.

Commented [17A24]: Sample receptionist or laboratory assistant.

testing. If items need to be conditioned, e.g., brought to room temperature, these conditions must be specified in the test method and be complied with.

Any deviations must be reported to [job title] and handled as a nonconforming event.

3.5. Retention, Disposal or Return of Items

Once testing is complete, [job title] must ensure that any calibration item or surplus test item and any sub-divided test portions are treated, as agreed with the customer. [job title] records the retention, disposal, or return to the customer in the Test or Calibration Item Registration Log.

[job title] must ensure that any specific security, confidentiality, or environmental conditions are met during the treatment.

4. Managing Records Kept on the Basis of this Document

Record name	Code	Storage		Responsibility
		Retention time	Location	
Test or Calibration Item Registration Log	PR.13.1	Three years	[office of [job title]]	[job title]

5. Appendix

- Appendix 1 – Test or Calibration Item Registration Log

Commented [17A25]: Laboratory or Quality Assurance Manager.

Commented [17A26]: Laboratory or Quality Assurance Manager.

Commented [17A27]: Laboratory or Quality Assurance Manager.

Commented [17A28]: You should fill this information in the "Location" column of the "Test of Calibration Item Registration Log" document.

Commented [17A29]: Laboratory or Quality Assurance Manager.

Commented [17A30]: If the record is in electronic form, write the name of the folder on [job title]'s computer.

Commented [17A31]: Laboratory or Quality Manager.