ISO/IEC 17025:2017 Documentation Toolkit

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Note: The documentation should preferably be implemented in the order in which it is listed here.

No.	Doc. Code	Name of Document	ISO 17025 Clause	Mandatory document
1	00	**Document and Record Control Procedure**	8.2.1; 8.3; 8.4	✔
2	00.1	Appendix 1 – List of Internal Documents	8.2.4; 8.3.1	✔
3	00.2	Appendix 2 – List of External Documents	8.2.4; 8.3.1	✔
4	00.3	Appendix 3 – List of Types of Records	8.4	✔
5	00.4	Appendix 4 – Registry of Records for Retention/Central Archive	8.3.2f; 8.4.1	✔
6	01	**Project Plan**	5.3; 5.5	
7	02	**Quality Policy**	8.2.1., 8.2.2	✔
8	02.1	Appendix 1 – Quality Objectives	8.2.1; 8.2.2	✔
9	03	**Quality Manual**	5.3; 5.5	
10	04	**Competence, Training and Awareness Procedure**	6.2.5	✔
11	04.1	Appendix 1 – Training Program	6.2.3	✔
12	04.2	Appendix 2 – Training Record and Performance Monitoring	6.2.2	✔
13	04.3	Appendix 3 – Record of Attendance	6.2.2	✔
14	04.4	Appendix 4 – Competence Approval and Authorization Record	5.6; 6.2.5e	✔
15	05	**Addressing Risks and Opportunities Procedure**	8.5.2; 8.5.3	
16	05.1	Appendix 1 – Registry of Key Risks and Opportunities	8.5.2	
17	06	**Externally Provided Products and Services Procedure**	6.6.2	✔
18	06.1	Appendix 1 – Supplier Evaluation and Approval Record	6.6.2a	✔
19	06.2	Appendix 2 – List of Approved Suppliers of Products and Services	6.6.2a	✔
20	07	**Facilities and Environmental Condition Procedure**	6.3	✔
21	07.1	Appendix 1 – Record of Laboratory Environmental Controls	6.3.3	✔
22	08	**Equipment and Calibration Procedure**	6.4.3; 6.5	✔
23	08.1	Appendix 1 – List of Laboratory Equipment	6.4.13a	✔

24	08.2	Appendix 2 – Calibrated Equipment Record	6.4.13a	✓
25	08.3	Appendix 3 – Calibration Record	6.4.13e	✓
26	08.4	Appendix 4 – Equipment Maintenance Record	6.4.13g	✓
27	09	**Customer Service Procedure**	7.1.1; 8.6	✓
28	09.1	Appendix 1 – Customer Order Review	7.1.1a	✓
29	09.2	Appendix 2 – Customer Satisfaction Questionnaire	8.6.2	
30	09.3	Appendix 3 – Report of Customer Satisfaction	8.6.2	✓
31	10	**Test and Calibration Method Procedure**	7.2.1; 7.2.2	✓
32	10.1	Appendix 1 – Test Method Development, Verification and Validation Register	7.2.1.2	✓
33	10.2	Appendix 2 – Test Method Development, Verification and Validation Record	7.2.2.4	✓
34	11	**Quality Assurance Procedure**	7.7.1; 7.7.2; 7.7.3	✓
35	11.1	Appendix 1 – Proficiency Testing Record	7.7.3	✓
36	11.2	Appendix 2 – LIMS Validation Register	7.11	✓
37	11.3	Appendix 3 – LIMS Validation Record	7.11	✓
38	12	**Sampling Procedure**	7.3; 7.5; 7.8.5	✓*
39	12.1	Appendix 1 – Sampling Plan	7.3.1	✓
40	12.2	Appendix 2 – Sampling Report	7.3.3	✓
41	13	**Handling of Items Received for Testing Procedure**	**7.4**	✓
42	13.1	Appendix 1 – Test or Calibration Item Registration Log	7.4	✓
43	14	**Complaint, Nonconformity and Corrective Action Procedure**	7.9; 7.10; 8.7	✓
44	14.1	Appendix 1 – Corrective Action Report (CAR)	8.7.3	✓
45	14.2	Appendix 2 – Complaint, Nonconformity and CAR Log	8.7.3	✓
46	15	**Evaluation of Measurement Uncertainty Procedure**	7.6	
47	15.1	Appendix 1 – Measurement Uncertainty Checklist	7.6.1	
48	15.2	Appendix 2 – Measurement Uncertainty Record	7.6.3	✓
49	16	**Testing Report Procedure**	7.8.2; 7.8.3	✓**

50	17	**Calibration Report and Certificate Requirements Procedure**	7.8.2; 7.8.4	✔️***
51	18	**Internal Audit Procedure**	8.8.2	
52	18.1	Appendix 1 – Internal Audit Program	8.8.2	✔️
53	18.2	Appendix 2 – Internal Audit Checklist	8.8.1a	
54	18.3	Appendix 3 – Audit Nonconformity Report	8.8.2d	✔️
55	18.4	Appendix 4 – Internal Audit Process Checklist	8.8.1a	
56	18.5	Appendix 5 – Internal Audit Report	8.8.2e	✔️
57	19	**Management Review Procedure**	8.9	
58	19.1	Appendix 1 – Management Review Record	8.9.2	✔️

* This only applies to laboratories that do sampling.

** For testing laboratories that write test reports.

*** For calibration laboratories that write calibration certificates.