



Laboratory Quality Manual

CONTENTS

1. Quality System
2. Organisation and Management
3. Personnel
4. Laboratory Accommodation and Environment
5. Personnel Hygiene
6. Confirmation of Work and Client Requirements
7. Handling Test Items
8. Test Methods
9. Bench Practices
10. Assuring Quality of Results
11. Equipment, Calibration and Measurement Traceability
12. Calibration Standards / Reference Materials
13. Reporting Test Results
14. Records
15. Purchase of Outside Services, Supplies and Laboratory Consumables
16. Non-Conforming Work





Laboratory Quality Manual

17. Monitoring for Improvements
18. Internal Audits
19. Management Review
20. Complaints
21. Subcontracting



Laboratory Quality Manual

Laboratory Quality Policy

The Laboratory's quality policy is to provide competitive services of the highest standards of performance and reliability. By achieving this goal the company will consistently satisfy the needs and expectations of its internal and external customers and achieve success.

This level of quality is achieved through adoption of a Laboratory management system that meets the requirements of ISO 17025 standard and reflects the competence of the Laboratory to existing customers, potential customers, and independent authorities.

The Senior Management is committed to providing the resources needed to maintain the Laboratory quality system, meet Laboratory policies and objectives, and to meet customer requirements. The Laboratory Management are directly responsible providing organisation and support, equipment and facilities, and training and education of all employees and that appropriate resources are available to carry out work as per the testing schedules.

Methodology used, qualifications, training, and screening of personnel engaged in testing are all documented in the Laboratory procedures manual. Activities include chemical analysis, microbiological contamination surveillance, environmental sampling and pathogen reporting. Standard tests are specified in the Industry Code of Practice or are International Standard Methods.

The Laboratory Quality Objectives are as follows:

- a) To maintain an effective Quality Assurance System complying with the ISO 17025 standard
- b) To provide competitive services of the highest standards of performance and reliability, thus enhancing the Laboratory's reputation with customers.
- c) To meet the Laboratory quality objectives and ensure compliance with relevant customer, statutory and regulatory requirements.
- d) To endeavour, at all times, to maximize customer satisfaction.
- e) To pro-actively promote and encourage a culture of continuous improvement within the Laboratory



Laboratory Quality Manual

21. Subcontracting

Test results are occasionally required from an independent laboratory, in which case the testing would be subcontracted.

When work is subcontracted it is the responsibility of the Laboratory Supervisor to ensure that the contract laboratory has an accreditation certificate within the scope of the test being conducted. Copies of the certificate of the contract laboratory will be held on file.