



PROCEDURE FOR RESOURCE REQUIREMENTS

ISO 17025:2017

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Name:			
Position:			
Date:			
Signature:			

This document is controlled under the laboratory's quality management system; any modifications or revisions shall be made only with the approval of the Quality Assurance Manager.

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Purpose

The purpose of this procedure is to define the resource requirements, including personnel, facilities and environmental conditions, equipment, systems, and support services for the laboratory management system of in accordance with the requirements of ISO/IEC 17025:2017.

Scope

The scope of this procedure pertains to tests.

References

ISO/IEC 17025:2017

Responsibilities

Personnel

Responsible: Laboratory Manager / Technical Manager

The laboratory manager is responsible for evaluating and selecting staff based on their qualifications, abilities, and capabilities to perform assigned tasks, and appoints for the evaluation of significant deviations. The laboratory manager is responsible for planning and conducting staff training.

Facilities and Environmental Conditions

Responsible: Facility Coordinator

The Facilities Coordinator shall be responsible for maintaining suitable environmental conditions (such as temperature, humidity, and cleanliness) and ensuring that the facilities comply with the technical and operational requirements of laboratory activities.

Equipment

Responsible: Equipment / Asset Coordinator

Ensure appropriate selection, calibration, maintenance, and verification of equipment in accordance with metrological traceability and intended use.

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Systems

Responsible: Quality Assurance Manager / IT Administrator

Ensure the availability, security, and integrity of data management systems (manual or electronic) used for recording, storing, and reporting laboratory results.

Support Services

Responsible: Procurement / External Services Coordinator

Identify, evaluate, and control externally provided services (e.g., calibration, maintenance, logistics) that affect the laboratory's ability to consistently meet ISO/IEC 17025 requirements.

Terms and Definitions

Internal Personnel:

Staff working inside the laboratory who are directly involved in all laboratory activities.

External Personnel:

Staff who are not directly involved in laboratory activities. This includes security personnel, drivers, sample receivers from the standard organization, etc.

Qualification Requirements:

Refers to the capabilities and competencies required for a specific position.

(For ease of reference, clause numbers in this procedure correspond to those in the standard.)

6 – Resource Requirements

6.1 – General

The laboratory has developed this resource procedure, No. (LAB-P-RR-03), to define resource requirements as outlined below:

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6.2 – Personnel

6.2.1 Laboratory personnel are divided into two categories: internal and external. Internal personnel are involved in test execution, fulfilling standard requirements, and addressing customer needs. All requirements of Clause 6.2.5 of the standard are fully met for internal personnel, and a personnel file is maintained for each. For external personnel, Clause 6.2.5 is not fully applicable; however, a list of necessary cooperative activities and designated individuals is maintained. Personnel files are not created for them.

6.2.2 To ensure personnel competence, the laboratory has prepared a Personnel Competence Form, No. (LAB-F-RR-02) . This form evaluates each laboratory staff member’s education, qualifications, training, experience, technical knowledge, and skills. Upon approval, appropriate staff are appointed and their records are retained in their personnel files.

6.2.3 The Laboratory Manager assigns staff based on their competence and ability to perform assigned duties and assess significant deviations.

6.2.4 A Job Description (LAB-F-RR-01), has been prepared to inform personnel of their responsibilities, duties, and authorities.

6.2.5 Personnel records include the following documentation:

6.2.5.1 Competency requirements are defined using the Staff Qualification Conditions Form, No.

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6.3 – Laboratory Facilities and Environmental Conditions

6.3.1 The laboratory is established in a suitable location with standard infrastructure, minimizing risks such as contamination, dust, noise, and vibration. Stabilizers are used with sensitive equipment to prevent voltage fluctuation effects on test results.

6.3.2 Since specific temperature conditions are stipulated in most test standards, those tests are

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documented in the External Product and Service Purchase Request Form, document No. (LAB-F-RR-16).

6.4.6 The laboratory ensures calibration of all measuring equipment by competent laboratories to establish measurement traceability and, where necessary, determine measurement uncertainty and capability.

6.4.7 The calibration interval for measuring equipment is defined and implemented based on

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6.4.13 The laboratory maintains Equipment Identification and Calibration Record Files, document No. (LAB-F-RR-14), for all equipment. These files include details such as device

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Score > 80% → **Grade A** – First Priority Cooperation

Suppliers scoring below 50% are removed from the approved list. When a supplier's score is less

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Attached Documents:

- 1 Laboratory Personnel Job Description — Form No. (LAB-F-RR-01)
- 2 Laboratory Personnel Competency — Form No. (LAB-F-RR-02)

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30 Calibration Interval Determination Procedure, — Document No. (LAB-P-CI-07)