



GENERAL REQUIREMENTS PROCEDURE

ISO 17025:2017

	Prepared By	Reviewed by	Approved By
Name:			
Position:			
Date:			
Signature:			

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Purpose

The purpose of this procedure is to establish appropriate conditions to ensure impartiality and confidentiality for the management and all personnel, whether internal or external to the laboratory, who are involved in its activities and contribute to the management system of the Laboratory Name in accordance with the requirements of ISO/IEC 17025:2017.

Scope

The scope of this procedure includes all relevant standards and testing procedures applicable to wire and cable products.

References

- ISO/IEC 17025:2017

Responsibilities

The Laboratory Manager is responsible for implementing this procedure.

Terms and Definitions

- **Confidentiality:** The practice of keeping information undisclosed to unauthorized individuals or groups.
- **Impartiality:** The presence of objectivity, meaning freedom from conflicts of interest.
- **External Personnel:** Individuals not physically located within the laboratory premises who contribute to laboratory activities, such as security staff, administrative partners, etc.
- **Internal Personnel:** All personnel working within the laboratory who are involved in testing-related activities.

(For ease of use, clause numbers in this procedure correspond directly to those in ISO/IEC 17025:2017.)

4. General Requirements

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4.1 Impartiality

4.1.1 The laboratory operates as an independent unit, and the Laboratory Manager reports directly to and coordinates with the CEO of the organization. To ensure impartiality among staff,

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4.2.4 All external personnel are subject to the same ethical code commitments outlined in Clause 4.1.1, just as internal personnel are.

Attached Documents:

1 Code of Ethics Commitment Letter — Form No. (LAB-F-GR-01)

2 Laboratory