

UNIVERSITI MALAYSIA TERENGGANU
INSTITUT OSEANOGRAFI DAN SEKITARAN
BORANG BUTIRAN LENGKAP AUDIT

Audit Checklist based on MS ISO/IEC 17025:2017

Laboratory Name:.....

Note: *Laboratory to specify the clause number from the relevant documents. Where documents/procedures are not applicable, the laboratory are required to provide information on the implementation.

Clause	Requirement	Comparable Laboratory Documents Clauses / Info on the Implementation*	Remarks
4	General requirements		
4.1	Impartiality		
4.2	Confidentiality		
5	Structural requirements		
6	Resource requirements		
6.1	General		
6.2	Personnel		
6.3	Facilities and environmental conditions		
6.4	Equipment		
6.5	Metrological traceability		
6.6	Externally provided products and services		
7	Process requirements		
7.1	Review of requests, tenders and contracts		
7.2	Selection, verification and validation of methods		
7.2.1	Selection and verification of methods		
7.2.2	Validation of methods		
7.3	Sampling		
7.4	Handling of test or calibration items		
7.5	Technical records		
7.6	Evaluation of measurement uncertainty		
7.7	Ensuring the validity of results		
7.8	Reporting of results		
7.8.1	General		
7.8.2	Common requirements for reports (test, calibration or sampling)		
7.8.3	Specific requirements for test reports		
7.8.4	Specific requirements for calibration certificates		
7.8.5	Reporting sampling – specific requirements		
7.8.6	Reporting statements of conformity		

UNIVERSITI MALAYSIA TERENGGANU
INSTITUT OSEANOGRAFI DAN SEKITARAN
BORANG BUTIRAN LENGKAP AUDIT

Clause	Requirement	Comparable Laboratory Documents Clauses / Info on the Implementation*	Remarks
7.8.7	Reporting opinions and interpretations		
7.8.8	Amendments to reports		
7.9	Complaints		
7.10	Nonconforming work		
7.11	Control of data and information management		
8	Management system requirements		
8.1	Options		
8.1.1	General		
8.1.2	Option A		
8.1.3	Option B		
8.2	Management system documentation (Option A)		
8.3	Control of management system documents (Option A)		
8.4	Control of records (Option A)		
8.5	Actions to address risks and opportunities (Option A)		
8.5.1	The laboratory shall consider the risks and opportunities associated with the laboratory activities in order to: a) give assurance that the management system achieves its intended results; b) enhance opportunities to achieve the purpose and objectives of the laboratory; c) prevent, or reduce, undesired impacts and potential failures in the laboratory activities; d) achieve improvement.		
8.5.2	The laboratory shall plan: a) actions to address these risks and opportunities; b) how to: – integrate and implement these actions into its management system; – evaluate the effectiveness of these actions.		
8.5.3	Actions taken to address risks and opportunities shall be proportional to the potential impact on the validity of laboratory results.		
8.6	Improvement (Option A)		
8.6.1	The laboratory shall identify and select opportunities for improvement and implement any necessary actions.		
8.6.2	The laboratory shall seek feedback, both positive and negative, from its customers. The feedback shall be analysed and used to improve the management system, laboratory activities and customer service.		

UNIVERSITI MALAYSIA TERENGGANU
INSTITUT OSEANOGRAFI DAN SEKITARAN
BORANG BUTIRAN LENGKAP AUDIT

Clause	Requirement	Comparable Laboratory Documents Clauses / Info on the Implementation*	Remarks
8.7	Corrective actions (Option A)		
8.7.1	When a nonconformity occurs, the laboratory shall: <ul style="list-style-type: none"> a) react to the nonconformity and, as applicable: <ul style="list-style-type: none"> – take action to control and correct it; – address the consequences; b) evaluate the need for action to eliminate the cause(s) of the nonconformity, in order that it does not recur or occur elsewhere, by: <ul style="list-style-type: none"> – reviewing and analysing the nonconformity; – determining the causes of the nonconformity; – determining if similar nonconformities exist, or could potentially occur; c) implement any action needed; d) review the effectiveness of any corrective action taken; e) update risks and opportunities determined during planning, if necessary; f) make changes to the management system, if necessary. 		
8.7.2	Corrective actions shall be appropriate to the effects of the nonconformities encountered.		
8.7.3	The laboratory shall retain records as evidence of: <ul style="list-style-type: none"> a) the nature of the nonconformities, cause(s) and any subsequent actions taken; b) the results of any corrective action. 		
8.8	Internal audits (Option A)		
8.8.1	The laboratory shall conduct internal audits at planned intervals to provide information on whether the management system: <ul style="list-style-type: none"> a) conforms to: <ul style="list-style-type: none"> – the laboratory's own requirements for its management system, including the laboratory activities; – the requirements of this document; b) is effectively implemented and maintained. 		
8.8.2	The laboratory shall: <ul style="list-style-type: none"> a) plan, establish, implement and maintain an audit programme including the frequency, methods, responsibilities, planning requirements and reporting, which shall take into consideration the importance of the laboratory activities concerned, changes affecting the laboratory, and the results of previous audits; 		

UNIVERSITI MALAYSIA TERENGGANU
INSTITUT OSEANOGRAFI DAN SEKITARAN
BORANG BUTIRAN LENGKAP AUDIT

Clause	Requirement	Comparable Laboratory Documents Clauses / Info on the Implementation*	Remarks
	b) define the audit criteria and scope for each audit; c) ensure that the results of the audits are reported to relevant management; d) implement appropriate correction and corrective actions without undue delay; e) retain records as evidence of the implementation of the audit programme and the audit results.		
8.9	Management reviews (Option A)		
8.9.1	The laboratory management shall review its management system at planned intervals, in order to ensure its continuing suitability, adequacy and effectiveness, including the stated policies and objectives related to the fulfilment of this document.		
8.9.2	The inputs to management review shall be recorded and shall include information related to the following: a) changes in internal and external issues that are relevant to the laboratory; b) fulfilment of objectives; c) suitability of policies and procedures; d) status of actions from previous management reviews; e) outcome of recent internal audits; f) corrective actions; g) assessments by external bodies; h) changes in the volume and type of the work or in the range of laboratory activities; i) customer and personnel feedback; j) complaints; k) effectiveness of any implemented improvements; l) adequacy of resources; m) results of risk identification; n) outcomes of the assurance of the validity of results; and o) other relevant factors, such as monitoring activities and training.		
8.9.3	The outputs from the management review shall record all decisions and actions related to at least: a) the effectiveness of the management system and its processes; b) improvement of the laboratory activities related to the fulfilment of the requirements of this document; c) provision of required resources; d) any need for change.		

UNIVERSITI MALAYSIA TERENGGANU
INSTITUT OSEANOGRAFI DAN SEKITARAN
BORANG BUTIRAN LENGKAP AUDIT

Clause	Requirement	Comparable Laboratory Documents Clauses / Info on the Implementation*	Remarks
--------	-------------	---	---------

Prepared by:

Reviewed by:

Name:

Name:

Date:

Date: