

The information contained in this document is confidential to [click or tap here to enter laboratory name].

1. General

Purpose	The purpose of this procedure is to...	
Scope	This procedure applies to...	
Definitions	Term 1	Definition 1
	Term 2	Definition 2
Responsibility	Quality Manager	Maintain this procedure and ensures that it is appropriately followed.
	Test Personnel	Follow this procedure. Request assistance if needed.

2. Procedure

- 2.1. Step 1....
 - 2.1.1. Sub step...
 - 2.1.2. Sub step...

3. Authorization

3.1. This procedure has been reviewed and determined to conform with the requirements of ISO 17025, this laboratory's accrediting body, and the requirements of the ISO 17025 Management System. This procedure is authorized for use.

Date of Authorization:

[select a date]

Authorizer's Name:

Authorizer's Signature:

[input authorizer's name]

4. Change Control

<u>Version</u>	<u>Rev. Date</u>	<u>Change Control Comments</u>	<u>Revised by:</u>
1	01.01.2018	Created new document.	(author's name)