

MINES AND GEOSCIENCES BUREAU - CAR

# GAP ASSESSMENT REPORT

ISO 17025:2005 - General requirements for the  
competence of testing and calibration laboratories



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ISO/IEC 17025:2005 Element	Areas of Concern	Action to be Taken	Person In-charge	Implementation Status
Clause 4.1.1	Complete Legal Requirements for operation of the laboratory and MGB-CAR as a whole	Procure list from legal department of MGB-CAR and assure compliance of all requirements.	QM	To coordinate for Permits Compliance (for listing)
Clause 4.1.2	Legal and Statutory Requirements should be segregated and complied	Segregation of requirements per interested party based on the list procured from the legal department	QM	Segregation of Permits upon acquisition
Clause 4.1.3	Proper Declaration of Permanent Site for ISO 17025 Application	None	QM	To be indicated in the manual (ADDRESS)
Clause 4.1.4	Independence of laboratory from conflict of interest	Ensure consistency of organizational structure and independence of core team.	QM	To declare freedom from conflict of interest to be signed by the RD
Clause 4.1.5	Confidentiality is existent but process is not documented. Initial 17025 Core Team established.	Ensure consistency of Lab personnel and include support services such as support and HR in implementation.	QM	Definition of Roles and Responsibilities (email PDS for integration)
Clause 4.1.6	Communication is existent but delegated to the mother organization	Incorporate into 17025 and give responsibility to Document Controller	Document Controller	Appointment Letters to be drafted and Designations defined (Org Structure)
Clause 4.2.1	Initial Planning for 17025 is already being done	Ensure implementation date by 1 month (Complete the planning stage)	QM	Ongoing
Clause 4.2.2	No existing Laboratory Quality Policy	To generate Laboratory Quality Policy	QM	Lab Quality Policy to be posted and reflected in the manual

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Clause 4.2.3	No evidence of Top Management Commitment as of the moment.	Top Management to sign Laboratory Quality Policy	Top Management	To conduct ISO 17025 Awareness for other divisions
Clause 4.2.4	No evidence of orientation for legal and statutory requirements	Request Legal Division to conduct orientation legal and statutory requirements.	QM	To be conducted upon finalization of permits list
Clause 4.2.5	The Laboratory Quality Manual has not been finalized	Supporting procedures shall be referenced to the manual	QM	Ongoing
Clause 4.2.6	There are no existing procedures for Roles and Responsibilities	To be included in the rollout by 1 month	Organization-wide	To be integrated to LQMS Manual
Clause 4.2.7	There are no existing procedures for Planning of Changes	To be incorporated into the procedures	Organization-wide	Change Management to be integrated to the LQMS Manual
Clause 4.3	No existing procedures for Document and Records Control	To be established and discussed during rollout	Organization-wide	To be Provided
Clause 4.4	Existing internal and external requesting but not properly defined	Generate procedure for requesting and integration of existing forms	QM and Document Controller	Based on records control
Clause 4.5	No subcontracting activities as of the moment	Generate procedure for subcontracting and develop specific subcontracting agreement	QM	No subcontracting
Clause 4.7.1	Existing request form and monitoring of test performance	Integrate to LQMS and require explanation of system during walk-in	QM	Through Reports and request

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Clause 4.7.2 and 4.8	Existing Customer Satisfaction Survey	Integrate Customer Satisfaction Survey and include Feedback Reporting	QM	Existing
Clause 4.9	No existing safety net for eventuality of NC results	Generate procedure for NC results with Legal Department	Testing and Legal	To be included in NC Service Procedure
Clause 4.10	Improvement process is not documented	Improvement Process will be incorporated into the 17025 procedures	QM	Based on 9001 Clause 10
Clause 4.11 and 4.12	No corrective and preventive action procedures	Will be discussed and provided during rollout	QM	To be provided
Clause 4.14	Internal Audit procedure is non-existent	Will be discussed and provided during rollout and Internal Audit Training will be scheduled	QM	To be provided
Clause 4.15	Management Review procedure is non-existent	Will be discussed and provided during rollout	QM	To be provided
Clause 5.1.2	No records of competency for uncertainty in measurement	To include into training plan and for compliance for HR and Lab purposes	QM and HR Department	HRMO based
Clause 5.2.1	No existing requests for laboratory personnel trainings	Give initial list of recommended trainings to HR	QM and HR Department	HRMO based
Clause 5.2.2 to 5.2.5	Insufficient Process for HR functions as of the moment	Expand HR to complete the whole Recruitment-JD-TNA-Plan-Evaluation Process	QM and HR Department	HRMO based

Clause 5.3.1	No environmental conditions defined for testing process	Include environmental conditions in work instructions	QM	Based on Lab 36 Requirements
Clause 5.3.2	Monitoring of Environmental Conditions is not evident	Monitoring will be done upon completion of planning for work instructions	QM	To set-up upon establishment of physical controls
Clause 5.3.3	There are possible areas for cross-contamination (e.g. air moisture, mixture of different samples)	Testing Section shall propose changes to the physical changes to the facility and submit to top management	Testing Section	To be integrated into Lab 36 Requirements
Clause 5.3.4	Access Restrictions are not established	Testing Section to formulate restriction areas to ensure confidentiality and integrity of results	Testing Section	Implement Access Restrictions (Proper PPE for Visitors)
Clause 5.3.5	Good Housekeeping is evident	Ensure storage limits are established and followed. Proper segregation of equipment, consumables and reagents should be improved.	QM	Ensure integrity of environmental condition
Clause 5.4.1 to 5.4.5	Methods are based on national standards	No in-house methods to be validated	N/A	Extract Procedures from Greenbook
Clause 5.4.6	Uncertainty of Measurement is incorporated into practiced national standards	Acquire guides for UM (ISO 5725)	QM	Integrated into method and environmental condition
Clause 5.4.7	Based on Central Office Requirement	To be incorporated into Control of Records	QM	To be provided
Clause 5.5 – Equipment Recording	Incomplete Equipment Tagging and no Equipment Masterlist	To generate Equipment Masterlist and complete tagging	QM	Practice of PMS

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Clause 5.5 – Instructions	Equipment Manuals are kept	To be included in Document Control	QM	Compile all equipment manuals
Clause 5.5 – Equipment Scheduling	Pre-operation Check and Maintenance Schedule not evident	To generate procedure for Pre-operation Check and Maintenance Schedule	QM	PM recording and Implementation of Pre-Op Check
Clause 5.6 - Calibration	Records of Complete Calibration not evident (Analog Equipment)	Ensure both analog and digital equipment is complied	QM	PM
Clause 5.7	Sampling is based on national standard	Integrate to system and generate sampling work standard	QM	Sampling Procedures
Clause 5.8	No procedures for transportation, receipt, handling, protection, storage, retention and/or disposal of test and/or testing items.	Integrate and create general work instruction	QM	Integrate into Procedure
Clause 5.9 – Comparison and Integrity of Results	Items presented in 5.9.1 are compiled except for accreditation of interlaboratory tests	Assurance of partnered inter-lab test in terms of 17025 accreditation	QM	To be practiced upon interlab
Clause 5.10.2	Test Results are existent	Ensure compliance to 5.10.2 a-k result requirements	QM	Already complied in the Result of Analysis
Clause 5.10.3	No additional data included for multi-method and multi-area	Multi-method – adhere to 5.10.3.1 requirements Multi-location – adhere to 5.10.3.2 requirements	QM	Built into interlab agreement
Clause 5.10.5	No existing service requiring interpretations	N/A	QM	N/A
Clause 5.10.6	Subcontracting Test Results have not been practiced	Ensure uniformity of results with subcontractors	QM	No Subcontractors
Clause 5.10.7	Electronic Transmission of Results is practiced	Ensure electronic submissions are of same format (Scan and Send) and confidentiality is considered.	QM	Include Confidentiality
Clause 5.10.9	Amendments are not practiced	Ensure that amendments do not overlap the original test result	QM	Based on the Control of NC Procedure