Q·hub

ISO 17025 Audit-Readiness Checklist

See where you stand against ISO 17025 and get audit-ready. Tick what you can already evidence today.

QUICK SELF-CHECK

- [ ] Do you have impartiality and confidentiality safeguards in place?
- [ ] Are personnel competence and authorisation records current?
- [ ] Is equipment calibrated with metrological traceability maintained?
- [ ] Are test and calibration methods validated and controlled?
- [ ] Do you evaluate measurement uncertainty and ensure validity of results?
- [ ] Do you run internal audits and manage corrective actions?

ISO 17025 CLAUSES

- [ ] **Clause 4 — General requirements: impartiality & confidentiality**
  Safeguard laboratory impartiality, identify and manage risks to objectivity, and protect the confidentiality of customer information and results generated by the laboratory.
  Q-Hub: Register Hub tracks impartiality risks and conflicts of interest with assigned owners; Document Hub controls confidentiality agreements, the impartiality policy and staff read-and-understood sign-off.

- [ ] **Clause 5 — Structural requirements**
  Define the laboratory's legal identity, management responsibilities, organisational structure and scope of laboratory activities, with staff who have authority and resource to carry out their duties.
  Q-Hub: Document Hub holds the organisation chart, scope of accreditation, role descriptions and delegated authorities as version-controlled documents visible to every member of staff.

- [ ] **Clause 6 — Resource requirements: personnel, facilities & equipment**
  Ensure competent personnel, suitable facilities and controlled environmental conditions, and equipment that is fit for purpose, maintained and calibrated to deliver valid results.
  Q-Hub: Training Hub maintains competency matrices with authorisation and certification-expiry alerts; Smart Forms log environmental monitoring; Asset Hub manages the equipment register with calibration and maintenance schedules.

- [ ] **Clause 6.5 — Metrological traceability**
  Establish and maintain metrological traceability of measurement results to the SI through an unbroken chain of calibrations, each contributing to measurement uncertainty.
  Q-Hub: Asset Hub records each item's calibration certificates, traceability chain and due dates, storing accredited-lab certificates against equipment and alerting before calibration lapses.

- [ ] **Clause 7 — Process requirements: method selection, validation & sampling**
  Review requests and contracts, select and validate appropriate methods, control sampling, and handle test and calibration items so results remain valid and defensible.
  Q-Hub: Document Hub controls methods, procedures and validation records with approval workflows; Smart Forms capture sampling, item receipt and handling with evidence photos and full traceability.

- [ ] **Clause 7.6 & 7.7 — Measurement uncertainty & ensuring validity of results**
  Evaluate measurement uncertainty for calibrations and tests, and monitor the validity of results through quality control, replicate testing and proficiency testing or interlaboratory comparisons.
  Q-Hub: Document Hub holds uncertainty budgets and QC procedures; Smart Forms and Company KPIs track quality-control checks and proficiency-testing outcomes, with CAPA triggered when results fall outside acceptance criteria.

- [ ] **Clause 8 — Management system: documents, records, corrective action & internal audit**
  Operate a management system covering control of documents and records, actions to address risk, internal audits, management review and corrective action for nonconforming work.
  Q-Hub: Document Hub controls documents and technical records with retention rules; Audit Hub schedules internal audits with findings; CAPA drives corrective action to root cause and effectiveness check.