

sy



**Accreditation Education Research & Scientific Service
Center, Nepal**

Master list of Documents

Document No. - AERSSC 38

Issue No.: 11

Issue Date: 31st March 2024

Amendment No.: 0

Amendment Date:



Master List of Documents

Doc. No. -
AERSSC 38

S. No.	Document Name	Doc. No.	Issue No.	Issue Date	Last Amend. No.	Date of last Amend.	Remarks
INTERNAL DOCUMENTS –							
1.	Quality Manual	AERSSC 01	11	31-Mar-2024			For internal use
2.	Accreditation Procedure	AERSSC 02	11	31-Mar-2024			For internal use
3.	Management System Manual	AERSSC 03	11	31-Mar-2024			For internal use
4.	Procedure for Monitoring the Performance of Assessors	AERSSC 04					Withdrawn
5.	Procedure for Selection and Training of Personnel Involved in the Accreditation Process	AERSSC 05					Withdrawn
6.	Procedure for Monitoring of Personnel Involved in the Accreditation Process	AERSSC 06					Withdrawn
7.	Terms of Reference for the Appeals Committee	AERSSC 07	11	31-Mar-2024			For internal use
8.	Procedure for Constitution and Operation of Technical Committee	AERSSC 08					Withdrawn
9.	Checklist for ISO 15189:2012 Medical Laboratory	AERSSC 09					Withdrawn
10.	Checklist Collection Centre	AERSSC 10					Withdrawn
11.	Procedure for Handling Customer Complaints	AERSSC 11	11	31-Mar-2024			
12.	Preparation of Assessment Report	AERSSC 12					Withdrawn
13.	Procedure for Selection, Training, and Monitoring the Performance of Assessors and Technical Experts	AERSSC 13					Withdrawn
14.	Checklist for ISO/IEC 17025:2017	AERSSC 14					Withdrawn
15.	Terms for Accreditation Committee Members	AERSSC 15	11	31-Mar-2024			For internal use
16.	Duties and Responsibilities of Staff	AERSSC 16					Withdrawn
17.	Policy for the Use of Accreditation Symbol	AERSSC 17	11	31-Mar-2024			-
18.	Procedure for Extending Accreditation Activities	AERSSC 18	11	31-Mar-2024			For internal use
19.	Policy for participation Proficiency Testing activities / Inter-laboratory Comparison	AERSSC 19	11	31-Mar-2024			-

ACCREDITATION EDUCATION RESEARCH & SCIENTIFIC SERVICE CENTER, NEPAL

Prepared & Reviewed By:

Approved By:

Page No.

CEO, AERSSC

Chairman CAAB, AERSSC

2 of 7



Master List of Documents

Doc. No. -
AERSSC 38

S. No.	Document Name	Doc. No.	Issue No.	Issue Date	Last Amend. No.	Date of last Amend.	Remarks
20.	Policy on Metrological Traceability	AERSSC 20	11	31-Mar-2024			
21.	Policy on Cross-Frontier Accreditation	AERSSC 21	11	31-Mar-2024			For internal use
22.	Specific Criteria Documents for Accreditation of Medical Laboratories (ISO 15189:2012)	AERSSC 22	11	31-Mar-2024			-
23.	Guidance Document on Remote Assessment	AERSSC 23	11	31-Mar-2024			For internal use
24.	Specific Criteria Documents for Accreditation of Medical Laboratories (ISO 15189:2022)	AERSSC 24	11	31-Mar-2024			-
25.	Procedure for Selection, Training, and Monitoring the Performance of Personnel Involved in the Accreditation Process	AERSSC 25	11	31-Mar-2024			For internal use
26.	Assessment Forms & Checklist – ISO 15189:2012	AERSSC 26	11	31-Mar-2024			
27.	Assessment Forms & Checklist – ISO 15189:2022	AERSSC 27	11	31-Mar-2024			
28.	Assessment Forms & Checklist – ISO/IEC 17025:2017	AERSSC 28	11	31-Mar-2024			
29.	Assessor Guide	AERSSC 29	11	31-Mar-2024			
30.	Procedure for Dealing with the Adverse Decision	AERSSC 30	11	31-Mar-2024			
31.	Terms of Reference of the Advisory Committee	AERSSC 31	11	31-Mar-2024			For internal use
32.	General Information Broucher	AERSSC 32	11	31-Mar-2024			-
33.	Application Form for Medical Laboratories	AERSSC 33	11	31-Mar-2024			-
34.	Application Form for Testing Laboratories	AERSSC 34	11	31-Mar-2024			-
35.	Agreement between AERSSC and Assessor	AERSSC 35	11	31-Mar-2024			For internal use
36.	Pre-assessment Form and Checklist	AERSSC 36	11	31-Mar-2024			
37.	Agreement between AERSSC and CAB	AERSSC 37	11	31-Mar-2024			-
38.	Master List of Documents	AERSSC 38	11	31-Mar-2024			-
39.	Master List of Records	AERSSC 39	11	31-Mar-2024			For internal use



Master List of Documents

Doc. No. -
AERSSC 38

S. No.	Document Name	Doc. No.	Issue No.	Issue Date	Last Amend. No.	Date of last Amend.	Remarks
40.	Application Form for Calibration Laboratories	AERSSC 40	11	31-Mar-2024			-
EXTERNAL DOCUMENTS –							
1.	ISO/IEC 17025:2017						
2.	ISO 15189:2012						
3.	ISO 15189:2022						
4.	ISO/IEC 17011:2017						
FORMS –							
1.	Application form for Medical Laboratories	F 01a					Withdrawn
2.	Application form for Testing Laboratories	F 01b					Withdrawn
3.	Checklist for Completeness of Application	F 02	11	31-Mar-2024			
4.	Agreement between AERSSC and Assessor	F 03					Withdrawn
5.	Declaration of Impartiality and Confidentiality (Assessor)	F 04a	11	31-Mar-2024			Refer AERSSC 26, AERSSC 27, AERSSC 28
6.	Declaration of Impartiality and Confidentiality (Staff)	F 04b	11	31-Mar-2024			
7.	Declaration of Impartiality and Confidentiality (Committee Member)	F 04c	11	31-Mar-2024			Refer AERSSC 15
8.	Pre-assessment Report for Laboratories	F 06					Withdrawn
9.	Assessment letter for Laboratories Approval	F 07					Withdrawn
10.	Attendance Sheet	F 08	11	31-Mar-2024			Refer AERSSC 26, AERSSC 27, AERSSC 28
11.	Assessor's Observation	F 09a	11	31-Mar-2024			Refer AERSSC 26, AERSSC 27, AERSSC 28
12.	Assessor's Summary on Non-conformity	F 09b	11	31-Mar-2024			Refer AERSSC 26, AERSSC 27, AERSSC 28
13.	Consolidated Non-conformities	F 09c	11	31-Mar-2024			Refer AERSSC 26, AERSSC 27, AERSSC 28
14.	Testing/Retesting witnessed during assessment	F 10a	11	31-Mar-2024			Refer AERSSC 26, AERSSC 27, AERSSC 28



Master List of Documents

Doc. No. -
AERSSC 38

S. No.	Document Name	Doc. No.	Issue No.	Issue Date	Last Amend. No.	Date of last Amend.	Remarks
15.	Summary of the Assessment	F 10b	11	31-Mar-2024			Refer AERSSC 26, AERSSC 27, AERSSC 28
16.	Feedback from the Laboratory for the Assessment Team	F 11	11	31-Mar-2024			AEESCC 25
17.	Assessment Report	F 12	11	31-Mar-2024			Refer AERSSC 26, AERSSC 27, AERSSC 28
18.	Desktop Surveillance Form	F 13					Withdrawn
19.	Agreement between AERSSC and CAB	F 14					Withdrawn
20.	Details of Assessment Team	F 15a	11	31-Mar-2024			Refer AERSSC 02
21.	Assessment Schedule for ISO/IEC 17025:2017	F 15b	11	31-Mar-2024			Refer AERSSC 28
22.	Assessment Schedule for ISO 15189 (One day)	F 15c	11	31-Mar-2024			Refer AERSSC 26, AERSSC 27
23.	Assessment Schedule for ISO 15189 (Two day)	F 15d	11	31-Mar-2024			Refer AERSSC 26, AERSSC 27
24.	Analysis of the extent and cause of NC identification by the Laboratories	F 16a	11	31-Mar-2024			Refer AERSSC 26, AERSSC 27, AERSSC 28
25.	Summary of the Assessment Report for Submission to the Accreditation Committee	F 16b	11	31-Mar-2024			
26.	Feedback from Participants for the Training	F 17	11	31-Mar-2024			
27.	Team Leader/Assessor's Evaluation by Accreditation Committee Chairman	F 18	11	31-Mar-2024			Withdrawn
28.	Assessor Evaluation by the Accreditation Committee	F18 a					AEESCC 25
29.	Assessor Evaluation by the AERSSC official / Team Leader	F 18 b					AEESCC 25
30.	Assessor/ Expert Information Record (CV)	F 19	11	31-Mar-2024			
31.	Self-assessment by the Officer	F 20					Withdrawn
32.	Self-assessment by the Staff	F 21					Withdrawn
33.	Internal Audit Plan	F 23	11	31-Mar-2024			
34.	Non-conformities, Concern, Comments and Corrective Action Record Register Form	F 24a					Withdrawn

ACCREDITATION EDUCATION RESEARCH & SCIENTIFIC SERVICE CENTER, NEPAL

Prepared & Reviewed By:
CEO, AERSSC

Approved By:
Chairman CAAB, AERSSC

Page No.
5 of 7



Master List of Documents

Doc. No. -
AERSSC 38

S. No.	Document Name	Doc. No.	Issue No.	Issue Date	Last Amend. No.	Date of last Amend.	Remarks
35.	Complaint and Appeal Register	F 24b					Withdrawn – to be maintained as record
36.	Record of Accreditation Certificates issued	F 25					Withdrawn
37.	Record of Application Received	F 26					Withdrawn
38.	Applicant / Accredited Laboratory Records	F 25a	11	31-Mar-2024			Maintained in Soft Copy
39.	Record of Management Review	F 27					Withdrawn
40.	Competence Requirement to Perform Specific Tasks	F 28	11	31-Mar-2024			Refer AERSSC 25
41.	List of Approved Assessors	F 29	11	31-Mar-2024			Maintained in Soft Copy
42.	Area of Expertise of Assessor's	F 30					Withdrawn
43.	Recommended Scope of Accreditation	F 31	11	31-Mar-2024			Refer AERSSC 26, AERSSC 27, AERSSC 28
44.	Format for Acceptance for AC Member	F 32	11	31-Mar-2024			Refer AERSSC 15
45.	Assessment Schedule Testing	F 33a	11	31-Mar-2024			AERSSC 28
46.	Assessment Schedule Medical	F 33b					Withdrawn (F 15c & F 15d)
47.	Format for Training Certificate Testing	F 34					Withdrawn
48.	Format for Training Certificate Medical	F 35					Withdrawn
49.	Minutes of Accreditation Committee Testing	F 36a	11	31-Mar-2024			
50.	Minutes of Accreditation Committee Medical	F 36b	11	31-Mar-2024			
51.	Agreement for use of AERSSC Accredited CAB Combined ILAC MRA Mark	F 37					Withdrawn
52.	Proficiency Testing Plan	F 38	11	31-Mar-2024			AERSSC 19
53.	Performance Monitoring of Accreditation Committee / Advisory Committee / Conformity Assessment Board Members	F 39	11	31-Mar-2024			AEESCC 25
54.	Monitoring Mechanism Plan	F 40					Withdrawn
55.	Internal Audit Observation Sheet	F 41					Withdrawn
56.	Non-conformity and Corrective Action Request from Auditor	F 42					Withdrawn

ACCREDITATION EDUCATION RESEARCH & SCIENTIFIC SERVICE CENTER, NEPAL

Prepared & Reviewed By:

Approved By:

Page No.

CEO, AERSSC

Chairman CAAB, AERSSC

6 of 7



Master List of Documents

Doc. No. -
AERSSC 38

S. No.	Document Name	Doc. No.	Issue No.	Issue Date	Last Amend. No.	Date of last Amend.	Remarks
57.	Non-conformity and Corrective Action Request from other Sources	F 43					Withdrawn

ACCREDITATION EDUCATION RESEARCH & SCIENTIFIC SERVICE CENTER, NEPAL

Prepared & Reviewed By:

Approved By:

Page No.

CEO, AERSSC

Chairman CAAB, AERSSC

7 of 7