

NOTE: The entries in this document are for illustrative purposes only. Actual entries are at the discretion of the user of this approach.

MOTIVA Lab Master Document List

The Master Document List is a MOTIVA Lab record that contains the names of documents that are controlled within the MOTIVA Lab Document Control structure. It also contains the names of the authors of these documents, their approving authority, a unique document code number for each document, the date of its most current revision, and the current revision number. The controlled versions of all MOTIVA documents are kept in named binders in the MOTIVA Lab office and one electronic version is maintained either on the MOTIVA website or in an electronic folder. Persons responsible for the modification and/or approval of documents are contained in this List. All procedures relating to the use of this document are contained in Q04 - *Documentation*

Key to use of Terms:

Code	Meaning (Document)	Location:
AD	Administrative Procedures	Office
F	Forms	Office
Pol	Policy Documents, including the Quality Manual	Office
S	Standards and External Documents	Office
SP	System Procedures	Office
TP	Technical Procedures	Office

Meaning (Appointment)

GM	General Manager
QM	Quality Manager
AM	Administration Manager
LM	Laboratory Manager

NOTE: Review all 1 documents that show 'Yes' in the 'Needs Review' column -->							
Code	Document *(posted on the MOTIVA Website)	Rev	Rev Date	Author	Approver	Date Reviewed	Needs Review?
AD Administrative Procedures							
AD01							
F Forms							
F01	FeedbackLog	1.1	Sep-11	QM	GM	22-Feb-13	
F02	Incident and Deviation Report Form	1.4	Feb-13	QM	GM	15-Feb-13	
F03	Feedback Form	1.1	Sep-11	QM	GM	11-May-13	
F04	Expense Claim Form	1.5	Oct-11	AM	GM	12-May-13	
F05	Quote Form	1.2	Oct-12	AM	GM	11-May-13	
F06	Master Document List (MDL) Form	1.4	Oct-13	QM	GM	11-May-13	
F07	Invoice Form	1.2	Oct-12	AM	GM	11-May-13	
F08	Letterhead	1.4	Jan-13	AM	GM	29-Jan-13	
P Policy Documents							
Pol001	Quality Manual	1.1	Sep-11	QM	GM	01-May-12	Yes
Pol002	Code of Ethics	1.1	Sep-11	QM	GM	11-May-13	
Pol003	Conflict of Interest and Confidentiality Guidelines	2.0	May-13	QM	GM	11-May-13	
SP System Procedures							
SP00	Continual Improvement Procedure	1.1	Sep-11	LM	QM	11-May-13	
SP00	Feedback Procedure	1.2	Sep-11	LM	QM	12-May-13	
SP00	Internal Audit and Management Review Procedure	1.3	Sep-11	LM	QM	13-May-13	
SP00	Document Control and Control of Records Procedure	1.4	Sep-11	LM	QM	14-May-13	
SP00	Training and Qualification Procedure	1.5	Sep-11	LM	QM	15-May-13	
SP00	Job Hazard Assessment Procedure	1.6	Sep-11	LM	QM	16-May-13	
SP00	Contract Review Procedure	1.7	Sep-11	LM	QM	17-May-13	
SP00	Subcontracting Procedure	1.8	Sep-11	LM	QM	18-May-13	
TP Technical Procedures							
TP00	Lab Traceability Procedure	1.1	Sep-11	LM	QM	11-May-13	
TP00	Lab Uncertainty Procedure	1.2	Sep-11	LM	QM	12-May-13	
TP00	Lab QA/QC Procedure	1.3	Sep-11	LM	QM	13-May-13	
TP00	Lab Reporting Procedure	1.4	Sep-11	LM	QM	14-May-13	
S Standards and External Documents							
S01	ISO/IEC 17025:2005				QM	11-May-13	
S02	ISO/IEC 17043:2010				QM	11-May-13	
S03	ISO 9000:2005				QM	11-May-13	
S04	ISO 9001:2008				QM	11-May-13	
S05	Eurachem CITAC Guide on Quantifying Uncertainty in Analytical Measurement (QUAM: 2000.P1)				QM	11-May-13	
S06	CAN/CSA Q830 - Model Code for Privacy				QM	11-May-13	
S07	APLAC TR001: APLAC Guidelines on training courses for assessors				QM	11-May-13	
S08	ILAC G3: 1994 Guidelines for Training Assessors				QM	11-May-13	
S09	ILAC P10 – ILAC Policy on the Traceability of Measurement Results				QM	11-May-13	
S10	APLAC TC004: Method of stating test results and compliance with specification				QM	11-May-13	
S11	APLAC PR008: International recognition of accredited test and calibration reports				QM	11-May-13	
S12	ILAC G17: Uncertainty of Measurement in Testing under ISO/IEC 17025				QM	11-May-13	
S13	ILAC G22: 2004, Use of PT as a tool for Accreditation in Testing				QM	11-May-13	
S14	Guidelines for Evaluating Expressions of Uncertainty of NIST Measurement Results				QM	11-May-13	
S15	International Vocabulary of Basic and General Terms in Metrology (VIM) 3 rd Ed. ISO guide 99:2007 verbalism (JCGM: 200-2012)				QM	11-May-13	
S16	The International Harmonized Protocol for the Proficiency Testing of (Chemical) Analytical Laboratories (Version 2006)				QM	11-May-13	

Review all 1 documents that have 'Yes' in the 'Needs Review' column ---->