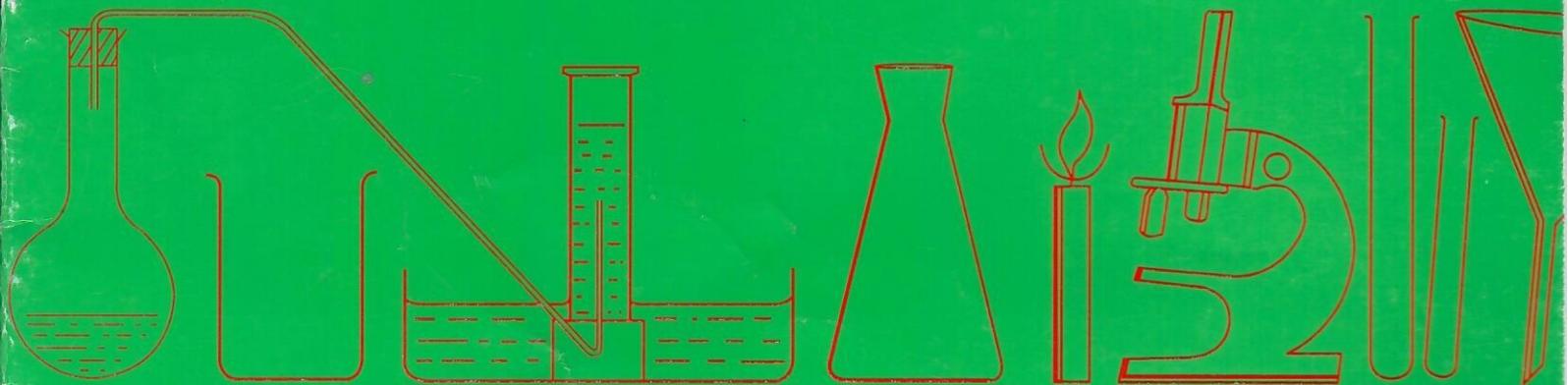




MINISTRY OF DEVELOPMENT
NEGARA BRUNEI DARUSSALAM

GUIDANCE DOCUMENT

CONSTRUCTION INDUSTRIES TESTING LABORATORY CONTROL MANUAL



GUIDANCE DOCUMENT 1

This guidance document has been produced to help construction industries test laboratories achieve a documented management system (a control manual) which meets the Ministry of Development Criteria of Competence.

This guide has been produced solely for the construction industry laboratories. Other laboratories may need to consider other aspects of the criteria of competence which are relevant to their discipline.

This document is for guidance only. There may be other ways of documenting the laboratory management system to achieve the requirements of the criteria of competence. However this guide highlights the key points requiring consideration by the laboratory management and gives a suggested format for the presentation of a controlled document.

It must be remembered that individual laboratories are assessed against the Criteria of Competence only. The assessment does not attempt to compare one laboratory against another, as it is known that laboratories vary in size, scope of operation and available test equipment, each of which will require differences in management structure, management procedures etc.

It is recommended that test laboratories check their control manual against the requirements of the Criteria of Competence, to ensure that all of the requirements of the Criteria of Competence have been addressed, before submitting themselves for audit.

If Construction Industries Test Laboratories require clarification on the acceptability of a Control Manual or a procedure, this is available from the Construction, Planning and Research Unit.

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CONTROL MANUAL

LABORATORY NAME
ADDRESS
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SCOPE OF OPERATION

The scope of operation of the laboratory will be described here. This should include whether the laboratory is totally independent or part of a large organisation, operating totally autonomously or with a degree of sharing personnel, test facilities and work.

Additionally the degree to which subcontracting is practised should be described, together with reference to the procedure which describes how the laboratory ensures that its subcontractors also meet the Ministry of Development criteria of competence.

The Ministry of Development does not discourage subcontracting, but wishes to know the level of subcontracting undertaken by organisations from which it purchases services, and the method by which confidence can be gained in subcontractors to laboratories assessed by the Ministry of Development.