

ISO/IEC 17025:2017 INTERNAL AUDITOR TRAINING COURSE

Introduction:

ISO/IEC 17025 is the internationally recognised standard relating to the competence of testing and calibration laboratories. It specifies criteria for the development and assessment of management systems and laboratory technical controls that provide confidence in the results obtained. The standard can be applied to a wide range of laboratory activities including analytical, clinical, forensic, destructive/non-destructive testing and instrument/equipment calibration.

Course Objectives:

This course is to provide participants with the understanding of the ISO/IEC 17025:2017 Laboratory Quality Management System standard and in particular the internal auditing process of the system. Participants will be given the necessary skills to conduct internal audits within the organisation upon completion of this course.

Course Content:

- Introduction & Overview of ISO/IEC 17025:2017
- Purpose and Benefits of Internal Audits
- Preparation & Planning of Internal Audits
- Auditing & Review of Lab Quality Manual
- The Role of the Auditor
- The Role of the Auditee
- Effective Auditing Techniques
- Implementation of the Internal Audit
- Witnessing Tests and Calibrations
- Evaluating the Significance of Audit Findings
- Methods for Improving Communication Skills during the Audit
- Common Non-Comformities
- How to Report the Findings and Conclusions
- Corrective Action & Follow-Up
- Preparation of Audit Report
- Case Study Scenarios of Non-compliances
- Practical Audit Situations – Questions to the Participants
- Sources of Information and Further Development
- Exercises

Training Methodology:

Highly participative and interactive, consisting of group discussions, practical exercises, critique sessions, numerous handouts, course templates and case studies to provide hands-on understanding of the process audit approach and its application.

Who Should Attend:

This course is designed for personnel involved in implementing ISO/IEC 17025 QMS such as Laboratory Manager, Supervisors, Technicians as well as for Internal Auditors who need to perform internal audits within their organisation. This course is also suitable for existing Internal Auditors who are looking to expand their skills in the area of laboratory practices as well as for Supplier Quality Auditors wishing to evaluate Laboratory Service Suppliers including Calibration Suppliers.

Award of Certificate:

Certificate of Successful Completion will be issued to participants with at least 75% attendance.

Duration:

2 days (14 hours)

Course Fee:

\$600 nett per trainee (GST is not applicable).

(Course fee is inclusive of all training materials and light refreshments.)