



Quality & Accreditation Institute Centre for Education & Training

Accreditation Standard-ISO/IEC 17025:2017 and Internal Auditing

Who should attend:

As per the requirements of ISO/IEC 17025:2017:

- The laboratory shall document the competence requirements for each function influencing the results of laboratory activities, including requirements for education, qualification, training, technical knowledge, skills and experience.
- The laboratory shall ensure that the personnel have the competence to perform laboratory activities for which they are responsible and to evaluate the significance of deviations.

Therefore, it is important for the Quality Manager, however named of a testing/ calibration lab to get trained in an Internal Auditor's training course as per ISO/IEC 17025:2017. It is also equally useful for all the professionals involved in various testing disciplines (biological, chemical, electrical, electronics, fluid flow, mechanical, non-destructive, photometry, radiological, forensic, food, toxicology and veterinary) and calibration disciplines (electro-technical, mechanical, thermal etc.), Technicians, Supervisors, Managers working in labs to understand the requirements of international standard ISO/IEC 17025:2017 to understand and sustain the quality and accreditation framework.

Learning outcomes: At the ends of successful completion of the course, participants will learn and expose to the following:

- Understanding and interpretation of the requirements of the standard
- Basic quality management systems as per ISO/IEC 17025
- Identify documents and records required by ISO/IEC 17025
- Understanding of auditing principles
- Knowledge of internal auditing process including planning and execution
- How to perform an internal audit
- Compilation of audit findings
- Preparation of audit report, follow-up and record keeping
- Characteristics of an effective internal auditor

Concept

Content of the course is aligned to ISO 19011: Guidelines for auditing management systems and it is tailored to be relevant to the assessment of testing laboratories.



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Training Schedule

Time	Activities
Day 1	
0900 – 0930	Registration (Entry into the class room) and Introduction of Participants
0930 – 1000	Introduction to the training course Internal Audit Requirements as per ISO/IEC 17025:2017
1000 – 1030	Laboratory Accreditation: International Scenario
1030 – 1115	ISO 17025:2017 – Clause 4: General Requirements Impartiality, Confidentiality, Exercises
1115 – 1130	Break
1130 – 1215	ISO 17025:2017 – Clause 5: Structural Requirements
1215 – 1300	ISO 17025:2017 – Clause 6: Resource Requirements
1300 – 1345	Lunch Break
1345 – 1530	ISO 17025:2017 – Clause 6: Resource Requirements
1530 – 1545	Break
1545 – 1700	ISO 17025:2017 – Clause 6: Resource Requirements Exercises related to Clause 6
Day 2	
0900 – 0930	Review of Day 1
0930 – 1100	ISO 17025:2017 – Clause 7: Process Requirements
1100 – 1115	Break
1115 – 1300	ISO 17025:2017 – Clause 7: Process Requirements Exercise related to Clause 7
1300 – 1345	Lunch Break
1345 – 1530	ISO 17025:2017 – Clause 8: Management System Requirements
1530 – 1545	Break
1545 – 1700	ISO 17025:2017 – Clause 8: Management System Requirements Exercise related to Clause 8



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Day 3	
0900 – 0930	Review of Day 2
0930 – 1100	Internal Audit and its associated activities (what is audit/ why audit is done/ How audit is done/ Planning and Execution
1100 – 1115	Break
1115 – 1245	Internal Audit- Findings and report writing
1245 – 1330	Lunch Break
1330 – 1530	Conduct of mock audit: Group Exercise
1500 – 1515	Break
1515 – 1545	Process of Accreditation
1545-1615	MCQ Test
1615-1630	Feedback & Valedictory

Course Fee: A course fee of Rs. 6000 + GST@18% (Rs. 7080) is charged. It includes training material and certificate.

Basic Requirements:

This is a virtual (on-line platform) course. Participants require access to a computer, a microphone, webcam and stable internet in order to take this training. A headset with microphone is highly recommended.

Seats are limited to maintain ideal size of the batch and are available on first cum first serve basis. Interested professionals for the above training course are requested to complete the registration form given at www.qai.org.in.