



AL054: Certified ISO 17025 Lead Auditor

Training Description:

This intensive training course enables participants to develop the necessary expertise to audit a Laboratory Management System based on ISO/IEC 17025:2017 and to manage a team of auditors by applying widely recognized audit principles, procedures and techniques. During this training course, the participant will acquire the necessary knowledge and skills to proficiently plan and perform internal and external audits in compliance with the ISO 19011:2018 and ISO/IEC 17021 standards. Based on practical exercises, the participant will develop the skills (mastering audit techniques) and competencies (managing audit team and audit program, etc.) necessary to efficiently conduct an audit.

Training Objectives:

By the end of the training, participants will be able to:

- ✓ Acquire expertise to perform an ISO/IEC 17025:2017 internal audit following ISO 19011 guidelines
- ✓ Acquire the expertise necessary to manage a LMS audit team
- ✓ Understand the operation of an ISO/IEC 17025 conformant Laboratory Management System
- ✓ Understand the requirements of ISO/IEC 17025
- ✓ Improve the ability to analyze the internal and external environment of a laboratory, and audit decision-making in the context of LMS

Training Designed for:

This course is intended for Internal auditors, Auditors wanting to performs audits to ISO/IEC 17025, Project managers or consultants wanting to master the Laboratory Management System audit process, Laboratory managers, Quality managers, Laboratories seeking ISO/IEC 17025 accreditation and Technical experts wanting to prepare for a laboratory audit function.

Training Requirement:

“Hand’s on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.”

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Program:

DAY ONE:

- ❖ INTRODUCTION TO LABORATORY MANAGEMENT SYSTEM CONCEPTS AND REQUIREMENTS AS SPECIFIED IN ISO/IEC 17025:2017
 - Normative, regulatory and legal framework related to laboratory management
 - Fundamental principles of laboratories management
 - Laboratory Management System (LMS)
 - Detailed presentation of the clauses 4 and 5 of ISO/IEC 17025

DAY TWO:

- ❖ **PLANNING AND INITIATING AN ISO/IEC 17025 AUDIT**
 - Fundamental audit concepts and principles
 - Audit approach based on evidence
 - Preparation of an ISO/IEC 17025 audit
 - LMS documentation audit
 - Conducting an opening meeting

DAY THREE:

- ❖ **CONDUCTING AN ISO/IEC 17025 AUDIT**
 - Communication during the audit
 - Audit procedures: observation, document review, interview, sampling techniques, technical verification, corroboration and evaluation
 - Audit test plans
 - Formulation of audit findings
 - Documenting nonconformities

DAY FOUR:

- ❖ **CONCLUDING AND ENSURING THE FOLLOW-UP OF AN ISO/IEC 17025 AUDIT**
 - Audit documentation
 - Quality review
 - Conducting a closing meeting and conclusion of an ISO/IEC 17025 audit
 - Evaluation of corrective action plans
 - ISO/IEC 17025 Surveillance audits
 - Internal audit management program

DAY FIVE:

- ❖ Course Conclusion
- ❖ POST-ASSESSMENT and EVALUATION

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

TBA as per the course location - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

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