Tel No:+97126654546 | Fax No:+97126654182 | Email: training@cmc-me.com | www.cmc-me.com

AL128:

Preparation for Laboratory Quality Management (ISO 17025:2005):

Certification, SOP, Accreditation, Documentation and Auditing

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Training Description:

Making the decision to implement ISO/IEC 17025 can be critical to the overall success of a laboratory. However, the manner with which it is implemented is even more crucial, because if properly done, it will literally enable the company to meet the highest standards for its customers. It will also provide universal assurance that its data and service quality will consistently meet these expectations, resulting in worldwide acceptance of your laboratory's test results and providing legally defensible data to your clients. The purpose of this course is to provide attendees with an understanding of the background to the laboratory accreditation.

Process, and the interrelation between QS/ISO 9000 Quality Management System Standards. The course will provide detailed guidance on the requirements of ISO/IEC 17025, the structuring of quality system documentation, implementation steps and laboratory accreditation requirements. Upon completing this course attendees will receive certification of training. The certificates shall attest to the participation of the course "Laboratory Quality Management – ISO/IEC 17025."

Training Objectives:

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

- ✓ Have comprehensive look at the latest revision (2005) of the ISO 17025:2005 and its documentation and internal auditing requirements
- ✓ Gain critical insight on the interpretation of the requirements of this laboratory standard and you will also receive a detailed review of the accreditation process
- ✓ Learn how to design and develop laboratory documents and quality manuals
- ✓ Examine the quality manual as to its impact on laboratory operations and what purpose it serves
- ✓ Learn what information it should contain, what writing style is most effective and how to keep your documents and quality manual up to date
- ✓ Gain knowledge needed to establish an internal quality audit program as required by ISO 17025:2005, and to initiate the sequence of activities involved in scheduling, planning, conducting, reporting on and closing out internal quality audits
- ✓ Employ effective techniques of auditing and the ability to develop the auditing procedures, scheduling and recording systems needed to sustain the program
- ✓ Receive practical instructions on the development, implementation and long-term maintenance of an effective laboratory quality system

Training Designed for:

This course is designed for Laboratory Managers, Superintendents, Supervisors, Chemists, Analysts and Technicians. Further, this training will be of great value for Quality Managers, Quality Engineers, Quality Auditors and Management Representatives.

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:

- History, purpose and structure of ISO/IEC 17025
- Interpretation of the Standard
- Comparison of ISO 17025 and the ISO 9001 quality system standards (accreditation vs. certification)
- How to comply with the detailed step-by step requirements of the standard

DAY TWO:

- Organization and management
- Quality system, audit and review
- Personnel
- Accommodation and environment

DAY THREE:

- Equipment and reference materials
- Measurement traceability and, test & calibration methods
- Calibration and test methods; handling of test items
- Proficiency testing

DAY FOUR:

- Records
- Certificates and reports
- Purchased material and services (subcontracting of calibration and testing, outside support services and supplies)

DAY FIVE:

- Structure of quality system documentation and preparation of Level 3 procedures
- Outside support
- Services and
- Supplies
- Feedback complaints
- ISO/IEC 17025 implementation steps
- Accreditation body requirements – accreditation organizations/bodies in different countries – mutual recognition agreements
- 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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