



ISO/IEC 17025:2005 Internal Quality Auditing

For internal auditors assigned to audit internal test and/or calibration laboratories, this one-day course is designed to provide participants with a foundational understanding of auditing compliance to the ISO/IEC 17025 Standard. The course includes a simulated audit of internal test and calibration laboratories, so participants can develop and refine their newly acquired knowledge and skills.

Length: 1 day

CEUs: .7

Prerequisites: *Understanding ISO 17025*

WHAT YOU WILL LEARN

- ISO 19011:2002 Standard on performing audits
- Comply to the ISO/IEC 17025:2005 Standard by applying the Process Approach to your quality management system
- Participants will work directly with auditing the requirements of ISO /IEC 17025 using case study material from actual laboratory settings
- Form an audit team
 - Who needs to be on it
 - Determine roles & responsibilities of each individual
- Conduct an audit meeting
 - Who needs to be there from the audit team
 - Who needs to be there from the organization receiving the audit
 - Agenda
 - What reports are needed and how to form them
- Documentation
 - What is needed
 - How to organize according to the ISO 19011:2002 Standard
- Nonconformities
 - How to classify, record and resolve
 - How to implement preventative measures to avoid future nonconformities

PLEXUS LEARNING MODEL

Learning is maximized through participation. That is why Plexus training avoids lecture-based teaching and focuses on group activities, case studies and hands-on applications. *Learn by doing.*

WHO SHOULD ATTEND

- Managers and supervisors of internal test laboratories and internal calibration laboratories
- Those responsible for purchase and control of services for external test laboratories and external calibration laboratories
- Members of internal auditing teams who may be assigned auditing of internal laboratories

ISO/IEC 17025:2005

INSTRUCTORS

Plexus Master Trainers. Plexus Master Trainers train and evaluate:

- ISO 9001:2008, ISO/TS 16949:2009, AS9100, ISO 14001:2004 Environmental Management Systems, ISO 22000:2005 Food Safety, ISO 9001:2008 for Healthcare and ISO 13485:2003 for Medical Devices.
- Plexus trains 3rd party auditors and wrote the materials used to certify all of them
- Supplier Auditors

AGENDA

- ❖ Audit applications of key concepts of compliance in the standard
- ❖ Planning the audit – preparation, performance, reporting and closure phrases
- ❖ Performing the audit – recognizing the audit trail
- ❖ Concluding the audit
- ❖ Application activities so that auditors can integrate their audit actions with their new auditing knowledge