

COURSE OUTLINE

Documentation of Laboratory Management System as per ISO/IEC 17025:2005

COURSE OBJECTIVES

On completion of this course, participants will understand:

- The different document types and what the documentation requirements are in ISO/IEC 17025:2005
- How to prepare the various document types
- The implementation steps and processes; and
- How to develop a document control system in the laboratory.

COURSE CONTENTS

- Value of documentation of laboratory management system
- Detailed treatment of each document type:
 - Laboratory Policy statement
 - Quality objectives
 - Laboratory Policy manual
 - Procedures and work instructions; and
 - Laboratory Procedure manual
 - Methods
- Practical guidance on documentation
- What the Standard ISO/IEC 17025:2005 requires
- Document control
- The implementation process.

COURSE DURATION 3 days

TARGET GROUP Testing laboratories, Calibration laboratories