

COURSE OUTLINE

ISO/IEC 17025:2005 LMS AUDITING

COURSE OBJECTIVES

By the end of the course, delegates will be able to:

1. Understand different types of audits and their aims.
2. Interpret requirements of ISO/IEC 17025:2005 in the context of an audit.
3. Plan and conduct an audit that would be able to add value to a laboratory or an organization. The delegate should demonstrate the ability to:
 - i. Plan and prepare effectively
 - ii. Gather objective evidence, through effective interviewing, observation, sampling and note taking
 - iii. Analyze and interpret information in order to determine conformance with requirements.
4. Classify findings into relevant clauses that reflect non-conformance.
5. Report the audit, including writing valid, factual and value-adding non-conformity reports.
6. Undertake audit follow-up activities, including evaluating the effectiveness of corrective action.
7. Use internal audits as a tool for improvement.

COURSE CONTENTS

- Concepts of quality management system
- What is an audit?
- Types of audits
- The audit plan
- Performance of an audit
- Presentation of audit findings

COURSE DURATION 4 days

TARGET GROUP Testing laboratories, Calibration laboratories