

ISO/IEC 17025:2017 & INTERNAL AUDITOR TRAINING (GENERAL REQUIREMENTS FOR THE COMPETENCE OF TESTING AND CALIBRATION LABORATORIES)



Objectives

- (a) To equip the participants with the basic knowledge and skills to interpret and to integrate the new requirements into their current Quality Systems effectively.
- (b) To introduce the application of Risk-based Thinking in establishing QMS.
- (c) To enable the participants to understand the application of Measurement Uncertainty (MU) in the context of a Calibration System and a Measurement System.
- (d) To enable the participants to conduct their internal audit based on ISO/IEC 17025:2017 in accordance with ISO 19011:2011 Guidelines.

Duration

3 days | 9am – 5pm | 21 hours

Who should attend

This program is designed for Top and Middle level management and any other personnel who is involved in Internal Audits.
The appointed auditees are also recommended to attend the above programme with a view to equip them with the necessary audit know-how and audit checklists in preparing for their internal and external audits exercise effectively.

Course Fees

Member: S\$1,212.80
Non-Member: S\$1,263.60
*Registration Fee of S\$17.28 apply
SDF funding & SkillsFuture applicable
All fees stated are inclusive of 8% GST*

Award of Certificate

Certificate of Completion will be issued to participants who have attended at least 75% of the course.

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Course Contents

DAY ONE: Interpretation and Application of ISO/IEC 17025:2017 Requirements (Part 1)

- Introduction: Distinction Between First, Second and Third-Party Laboratories / Main changes of ISO/IEC 17025:2017 as compared to ISO/IEC 17025:2005.
- Scope / Normative References / Terms and Definitions
- General Requirements (Impartiality / Confidentiality)
- Resource Managements
- General / Personnel / Facilities and Environmental conditions / Equipment / Metrological Traceability / Externally provided products and services
- Process Requirements (Theoretical Session)
- Review of Requests / Selection, Verification and Validation of Methods
- Sampling / Handling of Measurement Uncertainty / Ensuring the validity of Results / Reporting Results / Complaints / Non-conforming Works
- Control of data and Information Management

DAY TWO: Interpretation and Application of ISO/IEC 17025:2017 Requirements (Part 2)

(1) Process Requirements (Practical Session)

- Review of Requests / Selection, Verification and Validation of Methods / Sampling / Handling of Measurement Uncertainty / Ensuring the validity of Results / Reporting Results / Complaints / Non-conforming Works / Control of data and Information Management
- (2) Practical Exercise: (a) Computation of Measurement Error, Correction Factor, core, En Ratio etc.
(b) Interpretation and Application of Measurement Uncertainty (MU) in the context of a Calibration System and a Measurement System.
(c) Interpretation of Certificate of Calibration against the predetermined Acceptance Tolerance derived from the intended use.

(3) Management System Requirements

- Options / Management System Documentation / Control of Management System Documents / Control of Records / Action to Address Risks and opportunity / Improvement / Corrective Actions / Internal Audits / Management Reviews

Practical Exercise: Application of Risk Management Methodology in the context ISO/IEC 17025:2017 Model- Risk Identification, Risk Estimation, Risk Evaluation and Risk Control.

◆ Class-room Exercises, Assignments & Discussion

DAY THREE: ISO 19011:2011 Guidelines for Auditing

- (1) Terms & Definition: Audit, Audit Objective, Audit Scope, Audit Criteria, Audit Evidence, Audit Findings & Audit Conclusion
- (2) Six Principles of Auditing
- (3) Audit Plan vs Audit Programme
- (4) Management of An Audit Programme
- (5) Six Steps in Performing an Audit
- (6) Prepare Audit Plan and Audit Check Sheet
- (7) Execution of Audit by Applying 6A Auditing Approach
- (8) Documenting Non-conformity / Non-compliance, Corrective Action & Follow up Verification Audit
- (9) Brief Outlines of Internal Quality Audit Procedure
- (10) Human Aspect of Auditing
- (11) Preparatory Work for External Audit
- (12) Group Assignment & Presentation
- (13) Question & Answer / General Discussion



Please refer to this URL
<https://www.sqi.org.sg/courses/>
or QR Code for soft copy
and updated training schedule

Special Note:

GR&R Training Course: GR&R Studies is an integral part of ISO/IEC 17025 Standard. Refer to Clause No.: 5.4.6: Estimation of Uncertainty of Measurement & Note 3: Emphasise the understanding of ISO 5725-2: Basic Method for the Determination of Repeatability and Reproducibility of a Standard Measurement. See GR&R Course Brochure.

Membership Application

Register membership online at www.sqi.org.sg/membership-join/ or contact us to get the membership application form.

Membership Categories:

- ~ Organisation membership
- ~ Individual membership

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APPROVED TRAINING PARTNER

