1. Course Details:

Course Code : ISOM-003
Course Title : ISO/IEC 17025-2017 Auditor Team Leader
Course Duration : 5 Days

2. Course Overview:

- This is an IRCA certified training course under certificate 17082 and meets the training requirements for the Lead QMS Auditor grade or lower. Course covers the requirements of ISO 17025:2017 by quickly reviewing the standard as part of the discussions during the exercises only. Other topics include audit systems, the auditing process and audit instruments; the documentation process, conducting an audit, writing the audit report, and taking corrective action. Auditing case studies to develop skills for identifying nonconformities will be used. Techniques for leading audit teams will also be discussed.
- Participants who successfully pass the final exam and continual assessments will receive an IRCA certificate of successful completion. Certificates are only valid for three years from the last day of the course for the purposes of auditor certification by IRCA.ISO 17025:2017 course is a world-recognized standard for laboratory competence, applicable to both testing labs and calibration labs across almost all industry sectors.

3. Learning Outcomes:

- Requirements of ISO 17025 and how to meet them
- How to continually improve quality control processes
- Understand the application of Quality Management Principles in the context of ISO 17025
- Relate the quality management system to the lab services, and operational processes including the context of the lab, risk assessment &risk-based thinking specific to lab.
- Understand the application of the principles, procedures and techniques of auditing.
- Understand the conduct of an effective audit in the context of the auditee's organizational situation.
- How to plan, conduct and report on a lab audit
- Understand the application of the regulations, and other considerations that are relevant to the management system, and the conduct of the audit.
- Practice personal attributes necessary for the effective and efficient conduct of a management system audit.
- Team roles and responsibilities required by ISO 17025
- Establish, plan and task the activities of an audit team
- Communicate effectively with the auditee and audit client
- Organize and direct audit team members

- Prepare and complete the audit report

4. Course Contents:

Day One

- Introduction
- Changes in ISO/ IEC 17025: 2017
- Introduction to ISO/IEC 17025
- 2017 Team Breakout Exercise 1: Definition of a Laboratory
- Graded Exercise 1: Understanding ISO/IEC 17025:2017
- ISO/IEC 17025:2017 Requirements Team Breakout Exercise 2: Key Processes
- Graded Exercise 2: Audit Scenarios

Day Two

- ISO/IEC 17025:2017 Requirements (continued) Graded Exercise 3: Audit Scenarios
- Graded Exercise 4: Management Responsibility
- Process Approach to Auditing, Turtle Diagrams and Audit Trails
- Audit Guidance, Definitions and Principles
- The Audit Program
- Audit Planning and Preparation Team Breakout Exercise 3: Writing Scope and Objective Statements

Day Three

- Audit Planning and Preparation (continued) Team Breakout Exercise 4: Laboratory Document Review
- Team Breakout Exercise 5: Creating an Audit Plan
- Conducting the Audit Team Breakout Exercise 6: Conducting the Audit
- Writing Nonconformity Statements Team Breakout Exercise 7: Writing Nonconformity Statements

Day Four

- Closing Meeting
- Completing the Audit Report
- Corrective Action and Closeout Team Breakout Exercise 8: Verification and Closeout
- Leading Audit Teams

Day Five

- Mock Audit Exercise
- ISO/IEC 170125:2017
- **Final Exam**

5. Our Methodology:

- Make coaching and monitoring innovative and using modern
- Media training also using on the go training by using interactive means and focusing on
- The exercises, practical applications and real situations study.
- Live delivery method, instructor-led training.
- Experienced consultant, trainers, and professional.
- Qualified trainer with high-level experience

6. Attendance Reports:

- Send daily attendance reports to trainingdep
- Send full attendance report to training dep. by the end of thecourse
- Attend 100 % from the course days also providedaily
- Issue attendance certificate for participant who attend minimum 80% from the course duration

7. Pre/Post Reports:

- Pre- assessment before starting training.
- Post assessment after finish training
- Full report for the deferent between Pre-& Post assessment

8. Who Should Attend?

- Laboratory operations management
- Quality assurance department
- QC Personnel and lab quality auditors
- Test Technicians and test lab supervisors