



Empowering & Inspiring Excellence

Company Registration No. 2014/063827/07

ONLINE Course

ISO/IEC 17025:2017 Laboratory Management System - Internal Auditor Training Course

Course code: FBQM11

Overview

This course provides delegates with the knowledge and skills required to assess the conformance of an organization's laboratory management system to ISO17025:2017. The course equips the delegates with skills to plan, conduct, and report on audits enabling them to conduct effective laboratory quality management system (QMS) audits in accordance with ISO 19011 auditing standard. Participants will gain techniques on how to detect system errors and to identify areas of improvements that will contribute to continual improvement of the laboratory QMS. This detailed course uses ISO 17025:2017 requirements as the audit criteria. The course is also based on auditing principles as outlined in ISO 19011.

This course will be delivered online for 2 days with 3 hours contact time / lecture time per day and the rest being done as homework by the student. High level of participation of delegates will be required through online discussions, case studies, student activities/exercises, and quizzes reinforcing the internal auditing concepts and in providing practice in applying them.

Course objectives

- To equip participants with skills required to assess the conformance of an organization's laboratory quality management system to ISO17025:2017
- To equip participants with skills to plan, conduct, and report an internal audit of a laboratory QMS in accordance with ISO 19011
- To describe how an internal audit plays a role in the maintenance and improvement of a laboratory QMS
- To describe auditing principles as outlined in ISO19011 auditing standard
- To describe internal auditor's responsibilities
- To be able to link evidence to non-conformances and identify areas for improvement.

Course Content

Day 1

- Introduction and overview of ISO/IEC 17025:2017 requirements
- The terms and definitions used in auditing
- Objectives of internal auditing
- Audits as a tool for the maintenance and improvement of laboratory management systems
- The responsibilities of internal auditors
- Principles of auditing
- Characteristics of a good auditor

Day 2

- Planning, conducting and following up an audit
 - Significance of audit criteria
 - Creating an internal audit program
 - Scheduling internal audits
 - Preparing audit checklists
 - Conducting the audit and audit techniques
 - Documenting audit findings
 - Audit reporting including the purpose and typical content of an internal audit report.
- Linking evidence to non-conformities and identify areas for improvement
 - Link audit findings to establish root cause of non-conformance
 - The purpose and methods for following up audit findings
 - Determining the effectiveness of corrective actions taken in given situations

Who should attend?

- Laboratory Managers, supervisors, team leaders, internal auditors and laboratory personnel including Microbiologists, Chemists, Analysts, Food Technologists, Food Scientists
- Technical Managers, Quality Assurance, Quality Control Managers, Quality Coordinators and other quality personnel

Assessment

- Formative assessment through quizzes, online discussions, case studies and student activities/exercises
- Examination at the end of the course may be given.
- Portfolio of Evidence
- Full attendance of all contact sessions is essential for a certificate to be issued

Entry requirements

- Knowledge of Laboratory Management System based on ISO/IEC 17025
- A basic comprehension of English and be able to read and write

Duration of the course: 2 Days with 3 hours contact /lecture time per day

Cost: R2 500 per person

For Further Information on our training courses, or to register for a course, please contact us on:

Tel: +27 12 542 1192 Cell: +27 82 837 1753, Cell: +27 63 771 8291

Email: kotsa@foodbevconsult.co.za; info@foodbevconsult.co.za

www.foodbevconsult.co.za

FoodBev International Consulting (Pty) Ltd, 22 Groentjie Crescent, Nina Park Akasia, Pretoria,
0182, South Africa.