



ISO/IEC 17025:2017 Testing/ Cal Labs Training on the Updated Standard

Day 1:

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| 08:30 Hrs | Registration. |
| 08:45 Hrs | Introduction. Presentation of the course, aims and objectives. |
| 09:00 Hrs | ISO/IEC 17025 Quality Management Systems and Accreditation Structure - Definitions. |
| 09:45 Hrs | ISO/IEC 17025 Analysis: Scope, Impartiality, Confidentiality (1-4). Requirements, application and interpretation issues. |
| 10:30 Hrs | Break |
| 10:45 Hrs | Team Exercise I: Impartiality The delegates work in groups. Each member of the group will present the subject and activities of their own laboratory. The group will select one of these laboratories and will identify the risks related to impartiality, against the requirements of ISO/IEC 17025 standard. The group will propose measures to take to reduce or eliminate those risks. Then the group should appoint a representative to present the findings. |
| 11:15 Hrs | ISO/IEC 17025 Analysis: Structural requirements (5), Resource requirements (6). Requirements, application and interpretation issues. |
| 12:30 Hrs | Lunch |
| 13:15 Hrs | Team Exercise II: Calibration. Working in groups, the delegates should identify the following calibration certificates and assess their compliance to ISO/IEC 17025 requirements. |
| 14:30 Hrs | Structure of Documentation of a Management System Typical documentation structure. |
| 15:00 Hrs | Break |
| 15:15 Hrs | Team Exercise III: Documentation, Part I. Delegates will work in groups and will be asked to identify documentation (records, forms, documents and procedures), which is required to verify compliance with ISO/IEC 17025 requirements (Clauses 4, 5 and 6). |
| 16:00 Hrs | Day 1 Exam. |
| 16:30 Hrs | End of Day 1. |

Day 2:

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| 08:30 Hrs | ISO/IEC 17025 Analysis: Process Requirements (7) Requirements, application and interpretation issues. |
| 10:00 Hrs | Team Exercise III: Documentation, Part 2. Delegates will work in groups and will be asked to identify documentation (records, forms, documents and procedures), which is required to verify compliance with ISO/IEC 17025 requirements (Clauses 7 and 8). |
| 10:30 Hrs | Break |
| 10:45 Hrs | ISO/IEC 17025 Analysis: Management System Requirements (8) Requirements, application and interpretation issues. |
| 11:45 Hrs | Team Exercise IV: Management Review. Delegates will work in groups and will be asked to perform a Management Review for their own laboratory. |
| 12:30 Hrs | Lunch |
| 13:15 Hrs | Risk Analysis and Risk Management |
| 14:15 Hrs | Team Exercise V: Risk Analysis Exercise. Working in groups, delegates will identify risks per ISO/IEC 17025 clause 8.5.1. Using Fink method the team will categorize them and will propose actions for the 3 highest ranked risks. |
| 15:00 Hrs | Break |
| 15:15 Hrs | Team Exercise V: Risk Analysis Exercise. Delegates will present the exercise results. |
| 16:00 Hrs | Day 2 Exam. |
| 16:30 Hrs | End of Day 2. |