

IAS Training Course ISO/IEC 17065:2012

Conformity assessment – Requirements for bodies certifying products, processes and services

DAY 1

Time	Activity/Topic
8.30 AM – 9:15 AM	Registration
9:15 AM – 9:30 AM	Introductions and arrangements
9:30 AM – 9:45 AM	Course and participate objectives
9:45 AM – 10:15 AM	Accredited product certification <ul style="list-style-type: none"> • Objectives of product certification • What is product certification? • Terminology and ISO/IEC 17000:2004
10:15 AM – 10:45 AM	Transition from ISO/IEC Guide 65 ISO/IEC 17065 <ul style="list-style-type: none"> • Overview • Scope (1) • Normative reference (2) • Terms and definitions (3) • Annex A • Annex B
10:45 AM – 11:00	Morning Break
11:00 AM – 12:30 PM	Management system requirements (8) <ul style="list-style-type: none"> • Option A: General management system requirements • Option B: Management system requirements in accordance with ISO 9001 • General management system documentation (8.2) • Control of documents (8.3) • Control of records (8.4) • Management review (8.5) • Internal audits (8.6) • Corrective actions (8.7) • Preventive actions (8.8)
12:30 PM – 1:30 PM	Lunch Break
1:30 PM – 2:45 PM	Documentation Exercise
2:45 PM – 3:30 PM	General Requirements (4) <ul style="list-style-type: none"> • Legal and contractual matters (4.1) • Management of impartiality (4.2) • Liability and financing (4.3)
3:30 PM – 3:45 PM	Afternoon Break
3:45 PM – 4:15 PM	General Requirements (4) <ul style="list-style-type: none"> • Non-discriminatory conditions (4.4) • Confidentiality (4.5) • Publicly available information (4.6)
4:15 PM – 4:30 PM	Review and summary Questions
4:30 PM	Finish for the day

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DAY 2

Time	Activity/Topic
9:00 AM – 9:30 AM	Review Day 1 and quiz
9:30 AM – 10:30 AM	Structural Requirements (5) <ul style="list-style-type: none"> • Organizational structure and top management (5.1) • Mechanism for safeguarding impartiality (5.2)
10:30 AM – 10:45 AM	Morning Break
10:45 AM – 11:15 AM	Workshop – Impartiality
11:15 AM – 12:30 PM	Resource requirements (6) <ul style="list-style-type: none"> • Certification body personnel (6.1) • Resources for evaluation (6.2)
12:30 PM – 1:30 PM	Lunch Break
1:30 PM – 2:15 PM	Workshop – Personnel Competency
2:15 PM – 3:30 PM	Process Requirements <ul style="list-style-type: none"> • General (7.1) • Application (7.2) • Application review (7.3)
3:30 PM – 3:45 PM	Afternoon Break
3:45 PM – 4:15 PM	ISO/IEC 17067
4:15 PM – 4:30 PM	Review and summary Questions
4:30 PM	End Day 2

DAY 3

Time	Activity/Topic
9:00 AM – 9:15 AM	Review Day 2
9:15 AM – 9:30 AM	Findings Exercise
9:30 AM – 10:30 AM	Process requirements (7) continued <ul style="list-style-type: none"> • Evaluation (7.4) • Review (7.5) • Certification decision (7.6)
10:30 AM – 10:45 AM	Morning Break
10:45 AM – 12:30 AM	Process requirements (7) continued <ul style="list-style-type: none"> • Certification documentation (7.7) • Directory of certified product (7.8) • Surveillance (7.9) • Changes affecting certification (7.10) • Termination, reduction, suspension or withdrawal of certification (7.11) • Records (7.12) • Complaints and appeals (7.13)
12:30 PM – 1:30 PM	Lunch Break
1:30 PM – 2:00 PM	Open Discussion
2:00 PM – 4:00 PM	Exam
4:00 PM	End of Course