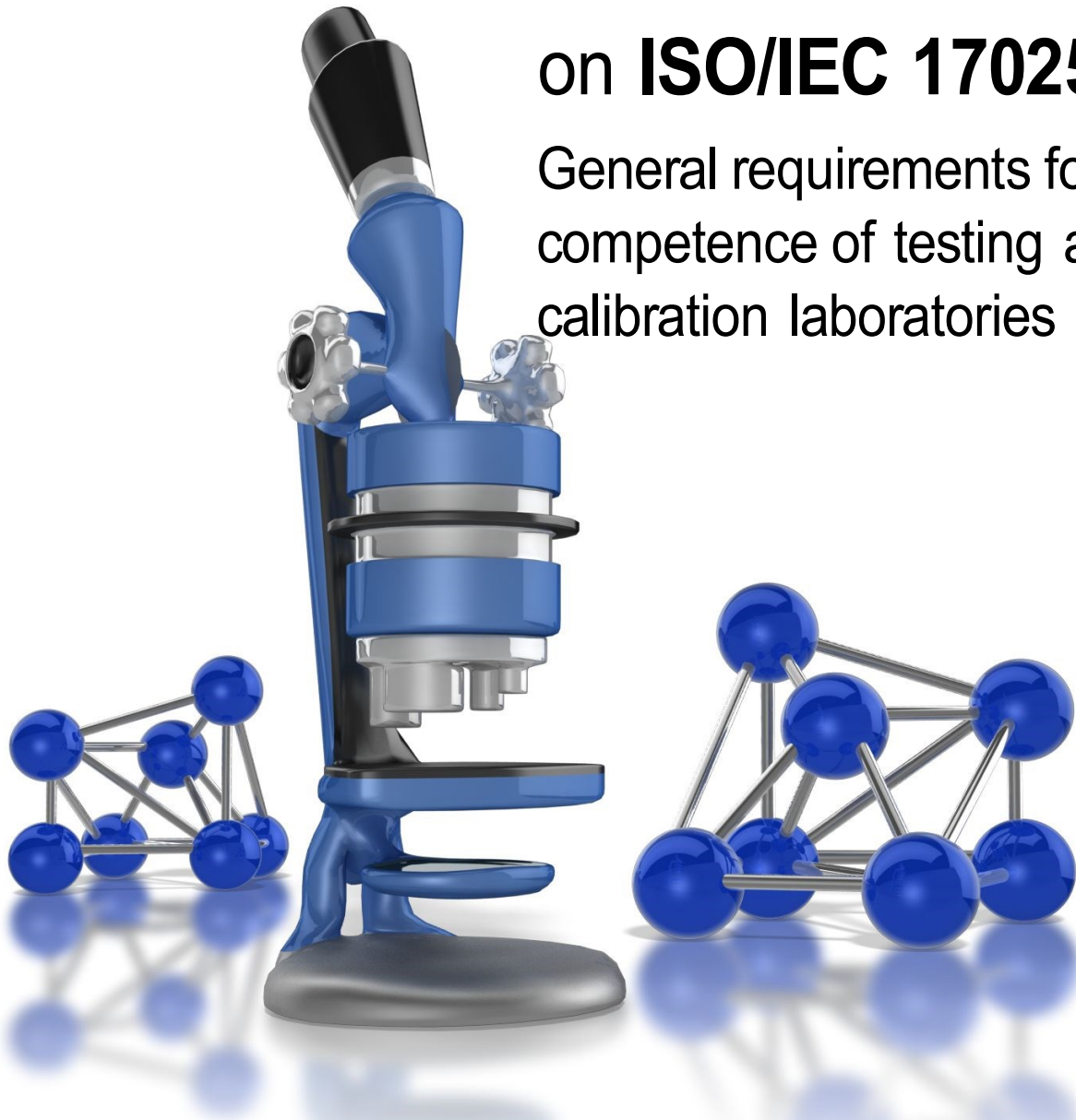


# Transition training on **ISO/IEC 17025:2017**

General requirements for the  
competence of testing and  
calibration laboratories



# Transition training on ISO/IEC 17025:2017

(General requirements for the competence of testing and calibration laboratories)

## Background

This training programme is intended to assist laboratories, that either have established or is currently establishing the International Standard ISO/IEC 17025:2017 – General requirements for the competence of testing and calibration laboratories in its organization, to understand the changes in this version of the Standard.

## Training objectives

The ISO regional training aims to achieve the following objectives:

- Understand the importance of ISO/IEC 17025 as the basis for laboratory management systems
- Highlight the differences between ISO/IEC 17025:2005 and ISO/IEC 17025:2017 and explain these changes
- Understand the application of the main clauses of ISO/IEC 17025 for testing and calibration laboratories through presentations, worked examples and group exercises
- Provide a forum for exchange of experiences and to promote discussion among the testing and calibration laboratories

## Training format

The training is organized over three days and hosted by TTBS. It includes a set of interactive instructional methods (such as lectures, group activities and sharing experiences) to convey the information to the participants in an effective and practical manner.

## Training participants

The training will target participants from Testing and Calibration Laboratories who previously completed the ISO/IEC 17025:2005 version training. *(There will be a different training session for participants new to ISO/IEC 17025 training from 23-25 April 2018.)*

## Venue

Maracas Room, PQSL  
Century Drive, Trincity Industrial Estate,  
Macoya, Tunapuna

## Trainers

The training will be facilitated by:

- Karlene Lewis, Manager, TTLABS

## Contact us

Tel: (868) 662-8827 Ext 2248 or 2249

Cell: (868) 787-4157

Fax: (868) 663-4335

Email address: [lab.accreditation@ttbs.org.tt](mailto:lab.accreditation@ttbs.org.tt)

**\*Cost TTD 2,300.00** Vat Inclusive. (See registration form for details)

**Cost per ISO/IEC 17025/2017**

**(required): TTD 1,113.75** Vat Inclusive

# 20 February 2018

## Day 1

08:30-08:45 Registration

08:45-09:00 • Introductions and presentation of the training agenda, objectives and outcomes

09:30-10:30 • **Session 1:** Overview of ISO/CASCO, international cooperations and sector schemes  
Explore ISO, ISO/CASCO and the CASCO toolbox

- Information about the international accreditation cooperations (IAF and ILAC)
- Information on BIPM
- Importance of ISO/IEC 17025 as a basis for laboratory management systems
- How Sector Schemes fit in with ISO/IEC 17025

10:30-10:45 Tea/Coffee break

10:45-11:00 • **Group activity 1:** Understanding how ISO/IEC 17025 operates in your country and its relationship to all components

11:00-12:00 • **Session 2:** ISO/IEC 17025, history, revision timeline, key changes

- History of the Standard, the revision process and timeline
- Key changes between the 2005 and 2017 versions

12:00-12:45 • Lunch break

12:45-14:00 • **Session 3:** Terms and definitions and process

14:00-14:45 • **Group activity 2:** Prepare a process flow of what you do when performing a laboratory activity from receipt of items to reporting. At each of the stages, consider where risks may present themselves in the process (including feedback)

14:45-15:30 • **Session 4:** General and structural requirements

15:30-15:45 End of day 1 and wrap up

# 21 February 2018

08:30-09:30 • **Group activity 3:** Give a brief description of how your laboratory addresses the structural requirements of the Standard and compare this with the delegates in your Group

09:30-10:30 • **Session 5:** Resource requirements (Part 1)

- This session will discuss the resourcing to be considered in establishing and operating a laboratory or site facility

10:30-10:45 Coffee/tea break

11:00-11:30 • **Group activity 4:** What makes a competent laboratory?

- Personnel
- Equipment and facilities
- Metrological traceability
- Externally provided products and services

11:30-12:00 • **Session 6:** Process requirements (Part 1)

- This session will discuss the requirements for:
  - Review of requests, tenders and contracts
  - Selection, validation and verification of methods
  - Sampling
  - Handling of test or calibration items
  - Technical records

12:00-12:45 Lunch break

12:45-14:00 • **Session 6:** Process requirements (Part 2)

- **Group Activity 5:** Considering the work performed in your own laboratories and in discussion with your group, outline when method verification may be applicable and when method validation may be more appropriate

14:00-14:45 • Evaluation of measurement uncertainty

- Assuring the validity of results
- Reporting results

14:45-15:30 • **Session 6:** Process requirements (Part 3)

- **Group activity 6:** Based on the material provided generate a report which includes a statement of conformity

15:30-15:45 End of day 2 and wrap up

# 22 February 2018

## Day 3

### Session 6: Process requirements (Part 4)

- 08:30-10:30
- Complaints
  - Nonconforming work
  - Control of data – Information management
- 
- **Group activity 7:** Discuss the different scenarios provided and determine if they are instances of nonconforming work and provide the relevant clauses of the Standard

10:30-10:45 Coffee/tea break

### Session 7: Management requirements

- 10:45-12:00
- Discussion option A and option B
  - Components of option A focusing on actions to address risks and opportunities
- 
- **Group activity 8:** Set up an internal audit plan and include a management review

12:00-13:00 Lunch break

### Session 8: Closing/Discussion session

- 13:00-15:00
- Q & A – Open Discussion Forum
  - Recap of training purpose and objectives
  - End of training evaluation
  -

15:00 **End of day 3 and training**



Adapted from the ISO Regional Programme  
Hosted in Barbados by BNSI  
On 7<sup>th</sup> – 9<sup>th</sup> November 2017

International Organization  
for Standardization

ISO Central Secretariat  
Chemin de Blandonnet 8  
Case Postale 401  
CH – 1214 Vernier, Geneva  
Switzerland

**iso.org**

TTLABS, 2018  
All rights reserved