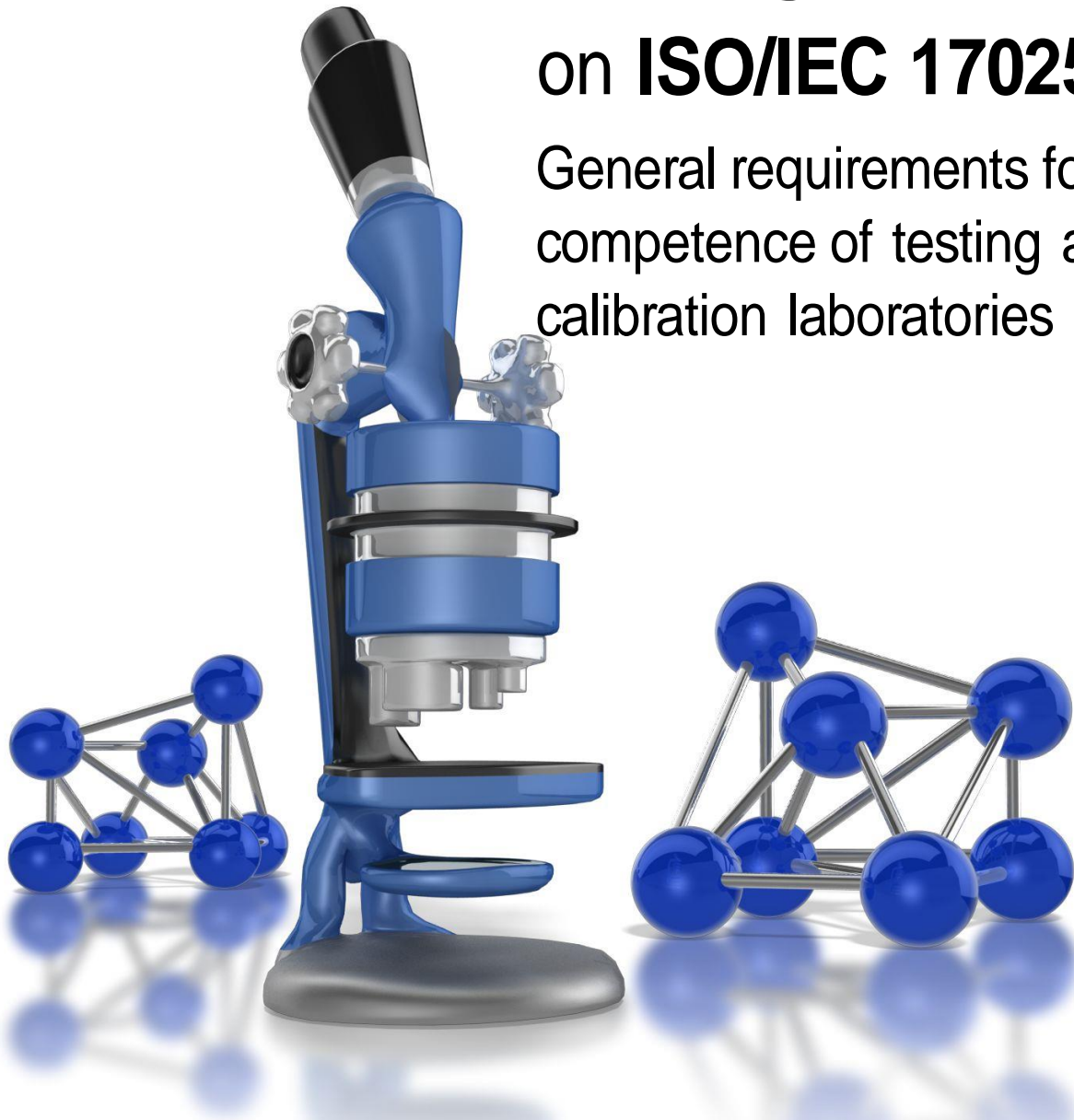


Training

on **ISO/IEC 17025:2017**

General requirements for the
competence of testing and
calibration laboratories



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 new to ISO/IEC 17025 and may include transition trainees.

Venue

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

Trainers

The training will be facilitated by:

- Karlene Lewis, Manager, TTLABS

Contact us

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***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

23 April 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

24 April 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

25 April 2018

Day 3

Session 6: Process requirements (Part 4)

- 08:30-10:30
- Complaints
 - Nonconforming work
 - Control of data – Information management
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- **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
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- **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
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15:00 **End of day 3 and training**



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International Organization
for Standardization

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