

INTERNAL QMS (with ISO / IEC 17025:2005) AUDITOR TRAINING COURSE*

(3 days)

IRCA CERTIFIED !!

*Focus Standard: ISO / IEC 17025:2005
with
6 Workshops!*

Objective

*This intensive 3-day course is certified by the International Register of Certificated Auditors (IRCA) Registration Governing Board and satisfies part of the formal training requirement for certification as an Internal QMS Auditor (Cert. No. A17141).

*A certificate of attainment for attending both the IRCA QMS Foundation course (IRCA2001) together with the QMS Internal Auditor course (IRCA2180) will be recognized by RABQSA as equivalent to their QMS Internal Auditor course (TCD24)

On successful completion, delegates will be trained Auditors, competent to audit their own laboratory:

- Be able to prepare, plan, conduct internal audits,
- Be able to report the results whilst identifying efficiencies and opportunities for improvement of the Quality Management Systems.

Interactive learning techniques are used to maximize delegate participation, including workshops designed to broaden the knowledge of system and audit applications.

Further, the delegate will be made aware of good current practices and be encouraged to develop constructive audit skills through analysis and self-appraisal.

Persons who should attend this course include:

- Personnel who audit within their own organization.

Overview

Why Audit?

ISO / IEC 17025:2005 is a management tool which can be used by a Laboratory to better affect its technical competence – the ability to produce consistent results, day-after-day, at specified uncertainties within 95% confidence region.

For any Laboratory, this is *perfection*, and World Class Performance. It implies *stability and trust*, key components in the perception of competence.

It is essential for an organization to understand its performance against its requirements; and whenever possible, to identify opportunities for improvement. To achieve these objectives, an organization must set out to conduct internal reviews. These are called *internal audits*.

Internal audits are required in ISO / IEC 17025:2005 through the clause 4.14.

The intent of this process is to ensure the organization's knowledge of itself and how it is performing to its requirements. This process is charged to the internal auditor, whether developed from within or hired from outside.

Success in the auditing process is characterized by reliance on a number of principles. These principles make the audit experience an efficient and reliable tool in support of management policies and controls, providing information on which an organization can act to improve its performance.

Course Content ... See Reverse



Course Content

Day 1: 8:30 a.m. - 4:30 p.m.

Introduction

- Course Programme
- Course Learning Objectives
- Delegate Responsibilities
- Continuous Assessment Process
- Guidelines for Auditors
- IRCA's Role with Internal Auditors

Key Vocabulary

Continual Improvement – PDCA

Corrective and Preventive Action

ISO / IEC 17025:2005

Case Study P1 – Clause-to-clause – Process Relationship

End Day 1

Day 2: 8:30 a.m. - 4:30 p.m.

Audit Cycle

Case Study 1 – Preparing a Checklist

Case Study 2 – Preparing an Audit Plan

Auditor's Challenge – Incident ... 1

Questionnaire No. 1

Auditor's Challenge – Incident ... 2

Questionnaire No. 2

End Day 2

Day 3: 8:30 a.m. - 4:30 p.m.

Case Study 3 – Conducting an Interview

Case Study 4 – Writing Audit Reports

Case Study 5 – Follow-up and Review of Corrective Action

Auditor's Challenge – Crossword

Auditor's Bingo

Questionnaire No. 3

Close