

INTERNAL QMS (with ISO/IEC 17025:2017) AUDITOR TRAINING COURSE*

(3 days)

IRCA CERTIFIED !!

*Focus Standard: ISO/IEC 17025:2017
with
9 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. 17141).**

***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.

From an auditor's perspective, persons who should attend this course include:

- Personnel who audit within their own organization.



Overview

Why Audit?

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 17025:2017 through the clause 8.8.

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.

Prior Knowledge Recommendation ...

- Understand the Plan-Do-Check-Act (PDCA) cycle
- A basic knowledge of the concepts of quality management and the relationship between quality management and customer satisfaction
- Understand commonly used quality management terms and definitions, as given in ISO 9000 and ISO/IEC 17025:2017

An understanding of the requirements of ISO/IEC 17025:2017, which may be gained by completing an ISO/IEC 17025:2017 Foundation training course or equivalent.

Course Content ... See Reverse

Course Content

Day 1: 9:00 a.m. - 4:30 p.m.

Introduction

Key Vocabulary (exercise)

Continual Improvement – PDCA

Audit Cycle

ISO/IEC 17025:2017

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

Case Study P2 – Risk-Based Decision-Making

End Day 1

Day 2: 9:00 a.m. - 4:30 p.m.

Case Study 1 – Preparing a Checklist

Case Study 2 – Preparing an Audit Plan

Case Study 3 – Opening Meetings

Auditor's Challenge – Incident ... 1

Questionnaire No. 1

End Day 2

Day 3: 9:00 a.m. - 4:30 p.m.

Auditor's Challenge – Incident ... 2

Case Study 4 – Conducting an Interview

Case Study 5 – Writing Audit Reports

Case Study 6 – Closing Meetings

Case Study 7 – Follow-up and Review of Corrective Action

Auditor's Bingo

Questionnaire No. 2

Close