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IRCA CERTIFIED TRAINING COURSE

IRCA ISO 17025 Laboratory Management System Lead Auditor Course

ISO/IEC 17025:2005 QMS (5 Days)

Overview

This intensive, challenging and highly interactive and practical course is designed to develop delegates' auditing skills to conduct Quality Management System (QMS) audits against the ISO/IEC 17025 requirements, in order to:

- Promote the role of audits within the management system programme and the role of auditors in supporting laboratory compliance and competency improvements.
- Objectively assess compliance of laboratories to meet accreditation body requirements
- Contribute to the requirements to register as an IRCA Lead Auditor.

The course is approved by IRCA and meets the training requirements for individuals seeking registration as a Lead Auditor under the IRCA Auditor Registration Scheme.

Course Objectives

Our course will equip delegates with an in-depth knowledge of the requirements and principles of QMS's and how ISO/IEC 17025 is incorporated into the overall quality system, providing laboratory/ quality practitioners and systems auditors with the understanding and skills necessary to professionally audit a laboratory management system.

Key Skills / Learning Objectives

Through the combination of interactive tutorials, practical workshops, photo site tour, case studies and simulated laboratory audits, our course will enable the delegates to:

- Develop practical audit skills and apply the requirements of ISO/ IEC 17025 to the specific processes and needs of the company.
- Assess compliance of an organization's testing and calibration laboratory practices to meet the company's own internal or external (e.g. Accreditation Body) requirements.
- Plan, develop and implement an internal audit process appropriate to the requirements of ISO/IEC 17025.
- Conduct audits to professional criteria with confidence, gathering objective evidence through observation, interviewing, document trails to provide factual audit reports that will facilitate improvements to the management system.
- Achieve the formal training requirements to allow progression to becoming an IRCA Registered Lead Auditor

Practical workshops are designed to reinforce the discussions and topics, building on skills of audit planning and structure, nonconformity writing, conducting audit interviews, evaluating findings and reporting results back to Senior Management. Evening work groups prepare responses to a case study that is featured during the week.

This style of delivery makes the course both memorable and enjoyable for participants, ensuring long-term learning.

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Course Outline

- Overview of the ISO/IEC 17025 requirements
- Principles of auditing, the audit cycle and implementing an audit system
  - Auditing skills and techniques:
  - Planning - use of checklists, resources and timing
  - Selection of audit teams
  - Interviewing and evaluation of information and findings
  - Observation - objective evidence
  - Evaluating the significance of nonconformities
  - Communicating and presenting audit reports
  - Corrective actions and effective follow-up programmes
  - Effective improvement - planning, monitoring and results
- Accreditation and certification activities
- Exam
- Sources of information and further development

Tutored Audits - Following the course, participants have an opportunity for further development for their subsequent in-company audits to be observed and tutored to provide practical on-site training.

Who Should Attend?

- Individuals wishing to perform audits to ISO/IEC 17025
- Companies seeking ISO/IEC 17025 accreditation
- Laboratory Managers and Supervisors
- Companies that recognize the value of operating effective laboratory management systems
- Existing ISO 9001 / ISO/TS 16949 auditors who are looking to expand their skills in the area of laboratory practices or who wish to audit laboratory environments
- Supplier quality auditors wishing to evaluate laboratory service suppliers
- Management Representatives

Certification

Delegates successfully completing the course and exam will be awarded an IRCA registered certificate.

Instructor Profile

TIM ALCOCK

Background

Tim has extensive experience in a variety of industries. From his earlybackground in monitoring nuclear vessel fabrication and installation work at British Nuclear Fuels, Tim worked for the Design Council as Manager, Technical and Quality Assessment, thence for a number of international consultancy and training organizations, specialising in ISO/TL/QS-9000, TS 16949 and ISO/IEC 17025 for Laboratory Accreditation. His experience includes six years in SE Asia developing consultancy and training, particularly in telecommunications, software,testing and equipment manufacture.

Specialties

Tim has provided leadership in the development of Excel's products relating to ISO/IEC 17025 and 17020, stemming from his considerable experience as a NAMAS (now UKAS) Assessor and his work in third party certification. He has developed and led Excel's tutor team running Auditor and Lead Auditor training classes on a regular basis for over 7 years. Tim also has experience in the automotive sector and is a key figure in Excel's ISO 9001 work and general Quality Management Tools. He has been involved in many quality management and quality improvement projects providing consultancy, audit and training.

Clients

Tim has guided a wide range of clients through ISO 9001 and related standards since the early 1980s, both in the UK and internationally. He has worked for third parties in various sectors including Government test laboratories and many types of manufacturers and is currently involved with companies who wish to become conversant and compliant with ISO/IEC 17025 in the UK, Europe and the Far East. He also has experience in SE Asia with Motorola, Sony, Telecom Malaysia, Adflex and Westinghouse.

Credentials

Tim qualified from UMIST, UK with a B.Sc (Hons) in Mechanical Engineering. He is a Chartered Engineer (C.Eng) and Member of the Institute of Mechanical engineering. He is an IRCA and RABQSA registered Lead Auditor and a Certified Skill Examiner for RABQSA.

He is also a Fellow of the Chartered Quality Institute, a Member of the American Society for Quality and a registered Senior Consultant with the Institute of Quality Assurance Management Consultants Register.

He is the Author of "A Manager's Guide to ISO 9000" (Times Publications).

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