

ISO/IEC 17025:2017 DOCUMENTING

Duration: 2 Days

PROGRAM OVERVIEW

MS ISO/IEC 17025:2017 specifies general requirements for competence of testing and calibration laboratories. This standard is used by testing and calibration laboratories to develop quality management systems and to assess their own competence. Accreditation bodies use it to confirm and recognize competence of these laboratories through their accreditation scheme such as SAMM (Skim Akreditasi Makmal Malaysia).

This course describes the documentation required to conform to the standard MS ISO/IEC 17025. The documentation structure consists of a quality manual, standard operating procedures and work instructions. The training course shall elaborate on writing techniques, document presentation and implementation methods. Training methods shall be in the form of lectures, discussions and workshops

OBJECTIVES

- To appreciate the importance and the need of documentation
- To identify the mandatory documents required by the standard MS ISO/IEC 17025
- Able to write policies, quality manual and standard operating procedures
- Able to understand the various ways of implementing MS ISO/IEC 17025 requirements

COURSE CONTENTS

- Revision of MS ISO/IEC 17025:2017
- Importance of documentation
- Route to the documenting process
- Documenting the management systems - Quality manual
- Documenting the management systems - Procedures
- Effective document control

WHO SHOULD ATTEND?

Management and technical staff of laboratories of all disciplines, Managers, Executives, Engineers, Professionals who are directly or indirectly users of test results and/or calibration data.



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