



MiChem Dynamics
LEADING CHANGE

ISO/IEC 17025:2017 LABORATORY QUALITY MANAGEMENT SYSTEM

This course aims to give an understanding of the general requirements for the competence of the laboratory and its staff to carry out tests and/or calibrations, including sampling. It covers testing and calibration performed using standard methods, non-standard methods and laboratory methods. This International Standard is applicable to all organizations performing test(s) and/or calibration(s). These include laboratories with different levels of independence and organisations where laboratory activities form part of inspection or product certification.

It is applicable to all laboratories regardless of the number of personnel or the extent of the scope of testing and/or calibration activities. It is for use by laboratories in developing their management system for quality, administrative and technical operations. The training includes the additional accreditation requirements as set out in the Accreditation for Conformity Assessment, Calibration and Good Laboratory Practice Act (Act 19 of 2006).



THE COURSE WILL RUN OVER A PERIOD OF 3 DAYS

ACCREDITATION AND CERTIFICATION STATUS:



SACNASP REGISTRATION OF CATEGORY 1 CPD ACTIVITIES

TITLE	Validation no	Exp date	CPD Points
ISO/IEC 17025:2017 LQMS Training	2019-0021-000664	31 March 2027	3



SAVC ACCREDITATION OF CPD ACTIVITIES

TITLE	Validation no	Exp date	CPD Points
ISO/IEC 17025:2017 Laboratory Quality Management System (LQMS) Training	AC/1756/24	22 March 2030	18

WHO SHOULD ATTEND THIS COURSE:

- Laboratory Managers/Supervisors
- Quality/Technical Managers
- Internal Auditors
- Nominative representatives (NR) and Technical signatories (TS)

MINIMUM ENTRY REQUIREMENTS:

- Fluency in English writing and reading skills

TUITION:

- Training material included (English)
- Certificate of attendance or competence (based on outcome of assessment) will be issued on successful completion of training

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LEARNING OUTCOMES:

- Understand the underlying structure of ISO/IEC 17025:2017 and all elements of a Laboratory Quality Management System (LQMS).
- Write their own Quality manual and procedures in compliance with ISO/IEC 17025:2017 and additional accreditation requirements.
- Develop laboratory competency and prepare for external assessments through internal audits.
- Identify relevant performance monitoring approaches.
- Continually improve data quality and laboratory effectiveness.
- Understand importance of internal auditing, corrective & preventive actions.

COURSE CONTENT:

DAY 1

1. INTRODUCTION
2. UNDERSTANDING ACCREDITATION AND ISO/IEC 17025:2017
 - Laboratory accreditation process and requirements
 - Documentation requirements
3. ISO/IEC 17025:2017 GENERAL REQUIREMENT
 - Impartiality
 - Confidentiality
4. ISO/IEC 17025 STRUCTURAL REQUIREMENT



DAY 2

1. ISO/IEC 17025:2017 RESOURCE REQUIREMENT
 - General
 - Personnel
 - Laboratory facilities and environmental conditions
 - Equipment
 - Externally provided products and services
 - Metrological traceability
2. ISO/IEC 17025:2017 PROCESS REQUIREMENT
 - Review of requests, tenders and concepts
 - Selection, verification and validation of methods
 - Sampling
 - Handling of test or calibration items
 - Technical records
 - Evaluation of uncertainty of measurement
 - Analysis of the results
 - Assuring the quality of results
 - Reporting of results
 - Complaints
 - Management of non-conforming work
 - Control of data - information management

DAY 3

1. ISO/IEC 17025:2017 MANAGEMENT REQUIREMENTS
 - Options
 - Management system documentation
 - Control of management system documents
 - Records
 - Actions to address risks and opportunities
 - Improvement
 - Corrective action
 - Internal audits
 - Management reviews