



SINGAPORE QUALITY INSTITUTE

66 Tannery Lane #06-07 Sindo Building Singapore 347805
Tel: 6467 4225 Fax: 6467 4226 Email: enquiries@sqi.org.sg Website: www.sqi.org.sg
ROS Ref No: ROS 245/1970 TAP GST Reg No: M90010688N

ISO/IEC 17025:2005 (For Testing & Calibration Lab) – 09 & 10 Nov 2009

Course objectives

- To provide the participants an understanding and appreciation of the various System requirements stated in the ISO/IEC 17025 Standard
- To introduce the ISO/IEC 17025 accreditation process for the laboratories
- To outline an overview of the Internal audit process

Course Schedule

Day 1

09:00 – 11:00 Hrs - Overview

(Tea break for 15 min)

What is Lab accreditation?

QC Labs vs QA Labs

First-, Second- and Third-Party Labs

Revision History of Lab Standards

ISO 17025:2005 Latest revision

11:00 – 12:30 Hrs

Section 4: Management Requirements

Organization

Management System

Document Control

12:30 – 13:30 Hrs - Lunch

13:30 – 17:00 Hrs

(Tea break for 15 min)

Review of Requests, Tenders and Contracts

Sub-contracting of Tests and Calibrations

Purchasing Services and Supplies

Service to the Customer

Complaints

Control of Non-conforming Testing / Calibration

Work

Improvement

Corrective Action

Preventive Action

Control of Records

Internal Audits

Management Reviews

Day 2

09:00 – 12:30 Hrs

(Tea break for 15 min)

Section 5: Technical Requirements

General

Personnel

Accommodation & Environmental Conditions

Test and Calibration Methods and Method

Validation

Equipment

Measurement Traceability

Sampling

Handling of Test and Calibration Items

Ensuring the Quality of Test and Calibration

Results

Reporting the Results

12:30 – 13:30 Hrs - Lunch

13:30 – 15:30 Hrs

(Tea break for 15 min)

15:30 – 17:00

Overview of Accreditation Process

Overview of Internal Audit Process

Audit Checklist for ISO/IEC 17025

Question & Answer Session

Who Should Attend

For those who are responsible to establish, implement and maintain a Quality management system for the Testing and Calibration labs – in-house or commercial / independent labs

Award of Certificate

Certificate of successful completion will be issued to participants who have attended at least 75% of the course.

Course Schedule

09 & 10 Nov 2009

Course Fees

SQI Member - S\$428 Non-Member - S\$449.50

Fees inclusive of 7% GST, training materials, certificate and refreshments.

Training venue: SQI, 66 Tannery Lane #06-07, Sindo Bldg, S'pore 347805



Certificate No: 6655731205

Our World Partner in
Quality



Board Member
of





SINGAPORE QUALITY INSTITUTE

66 Tannery Lane #06-07 Sindo Building Singapore 347805

Tel: 6467 4225 Fax: 6467 4226 Email: enquiries@sqi.org.sg Website: www.sqi.org.sg

ROS Ref No: ROS 245/1970 TAP GST Reg No: M90010688N

Reservation: contact Jeffrey Tan @98183736 or 67490728 , email: jeffreytan@sqi.org.sg



Certificate No: 6655731205

Our World Partner in
Quality

