

VIRTUAL CLASSROOM ISO/IEC 17025:2017 INTERNAL AUDITOR

COURSE OVERVIEW

This virtual classroom training course is ideal for anyone that has a good understanding of the requirements of ISO/IEC 17025:2017 and wants to gain an in-depth understanding of the process for performing internal audits of part of their QMS.

Course Format: **Virtual Classroom**

Duration: **16 hours**

Course Fee: **€595 per person**

Fee Includes: **Course Manual/Handouts**

Certification: **Comply Guru**



COURSE CONTENT

Virtual Classroom Times

Day 1 - 08:00am - 17.30pm

Day 2 - 08:00am - 17.30pm

Module 1 - Overview of ISO/IEC 17025:2017

An overview of the standard will be provided including coverage of the structure, purpose and benefits of ISO/IEC 17025:2017. We will also explore some of the key concepts that underpin the standard including: PDCA, Risk Based Thinking, Process Approach, Improvement and, significance of these concepts for the internal auditor.

Module 2 - Introduction to Auditing

We will explore the different types of audits including the specific ISO/IEC 17025 internal audit requirements. Making reference to the auditing standard ISO 19011:2018, the principles of auditing, the audit lifecycle, criteria for selection of the audit team, and management of the internal audit program will also be covered..

Module 3 - Audit Initiation and Preparation

We will explore the first two stages of the audit lifecycle. Topics that will be covered include: determining the audit objectives, scope and criteria, establishing contact with the auditee, audit feasibility, developing the audit plan and developing the audit work documents including the audit checklist.

Module 4 - Conducting the Audit

We will explore the process for conducting an audit. Topics that will be covered include: conducting the opening meeting, methods for collecting audit evidence, communication during the audit, process for generating audit findings, final audit team and closing meetings. During this session, participants will have the opportunity to conduct a simulated audit using a sample set of documentation..

Module 5 - Audit Reporting & Follow Up

We will explore the final stages of the audit lifecycle. Topics covered will include:

- Preparation and Distribution of the Audit Report
- Review and Verification of Correction
- Corrective Actions Plans
- Audit Completion Activities.

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ASSESSMENT METHODOLOGY

To complete the course successfully, each Learner must fully attend, participate and pass the continual assessments during the virtual classroom training.

BEFORE YOU ATTEND

- **Bring a copy of ISO/IEC 17025:2017** General requirements for the competence of testing and calibration laboratories (Required & **not** included with the course)
- **We strongly recommend** completing our ISO/IEC 17025 Foundation Course in advance of attending this course.



CERTIFICATE OF COMPLETION

Successful completion of this course will entitle each Learner to receive a Certificate of Completion.

TECHNOLOGY REQUIREMENTS*



To participate in the virtual training sessions, you will need:

- Laptop or desktop computer
Note: A tablet or mobile device is not suitable for this training!
- Webcam – Built-in or USB plug-in
- Speakers and a microphone – Built-in or USB plug-in.
We strongly recommend a headset if you have this available
- Reliable & Stable Internet connection – Minimum of 1.0Mbps

**A complete list of technology requirements is available on our website.*

DO YOU HAVE A QUESTION FOR US?
If you have a question, get in touch with our team today!

Email: training@complyguru.ie

Phone: (061) 529100