Ascendent Technology Sdn. Bhd.
(1093652-W)

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HRDF
MALAYSIA
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MS ISO/IEC 17025:2017
DOCUMENTATION & IMPLEMENTATION

PROGRAMME OVERVIEW:
MS ISO/IEC 17025:2017 is a well-known quality management system for laboratory. This training module is developed for those who wish to update the laboratory to a laboratory accreditation scheme or upgrading the current system to meet new requirement. Full details of all clauses explanation follows with hands on writing of quality manual. Participants are able to understand the impact of implementing the QMS and the new updates in MS ISO/IEC 17025:2017 requirements. Clause by clause explanation emphasis on implementation of the standard is the selling point of this module.

TARGET GROUP:
Document Controller, Quality Managers, Technical Managers, Laboratory Managers, Supervisors, Chemist, Microbiologist, Engineer, Signatories of test reports & certificates, Laboratory Personnel.

COURSE CONTENT:
1) Introduction & Definition
2) Background of lab accreditation standards
3) Understand the requirement of all clauses in details
    i. General requirements for the competency of testing and calibration laboratories.
    ii. General Requirement
    iii. Structural Requirements
    iv. Resources Requirements
    v. Process Requirements
    vi. Management System Requirements
4) Guidance on writing quality manual
    i. Quality system documentation structure
    ii. Quality manual structure
    iii. Procedures structure
    iv. Work instruction structure
    v. The format and process of procedure writing
    vi. Supporting documentation
    vii. The documentation format of a quality system
5) Guidance on implement the requirements of the standards
    i. The function of the quality system
    ii. The benefits of the quality system
    iii. The process of accreditation to MS ISO/IEC 17025:2017

6) Explain the duties of quality and technical managers and their deputies.
7) Understand the responsibility to generate trust worthy test report
8) Sample of Document
   i. Samples

METHODOLOGY:
1) Interactive lecture
2) Discussion
3) Course work

LEARNING OUTCOMES:
At the end of the course, participants are expected to:

1) Identify the requirements of MS ISO/IEC 17025:2017 for laboratory accreditation
2) Prepare effective documents to meet these requirements and the needs of the organization
3) Develop a system to successfully organize, issue and control quality system documentation

CERTIFICATE :
Certificate of attendance is issued to participants as written document required by ISO Quality Management System.

REGISTRATION FORM (L002):

PUBLIC TRAINING

Course Fee	:	RM1,900 per participant
Training Date	:	Refer 2020 Training Calendar
Duration	:	2 days
Time	:	9.00am – 5.00pm
Venue	:	Ascendent Technology Sdn. Bhd.
HRDF	:	SBL Claimable
Remark	:	Group discount apply

IN-HOUSE TRAINING

Course Fee	:	RM5,000 per man day
Training Date	:	To be determined by customer
Duration	:	2 days
Time	:	9.00am – 5.00pm
Venue	:	Customer's premises / Hotel
HRDF	:	SBL Claimable
No. Of candidates :		5 - 25 Candidates

CANCELLATION / POSTPONEMENT POLICY

1. Ascendent Technology Sdn.Bhd. reserves the right to cancel, postpone or make any changes to the venue and training dates due to unavoidable circumstances.
2. Reservation can be made by telephone or email, but will only be confirmed upon the received of completed registration form and payment.
3. Please do not make any travel arrangements until you have received written confirmation for your registration from us.
4. No cancellation is allowed but a candidate replacement can be arranged.
5. For confirm cancellation: 7 days notice prior to commencement will subjected to RM250 service charge. If less than 7 days notice, there will be no refund.
6. Confirm postponement for in-house training less than 14 days notice prior to commencement will subjected to 50% service charge on total invoice.

Participant's Name :   Mr / Ms. ....
Designation   : ....
Department   : ....
Email   : ....

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PAYMENT DETAILS

All cheques should be crossed and made payable to: ASCENDENT TECHNOLOGY SDN BHD Bank A/C No. **Public Bank Berhad** 3190-2958-32 / **Maybank** 5127-6360-6820.

Admittance will be permitted upon receipt of full payment 2 weeks before the course is conducted.

Training certificate will be awarded upon received of full payment

FOR HR DEPARTMENT

Company Name:	Contact Person: Mr / Ms:
Address:	Designation:
	Department:
	Email:
	Mobile No :
	Signature: / Company Stamp:
Telephone: / Fax:	
Type of Industry:	