



**Ascendent Technology Sdn. Bhd.**  
(1093652-W)



Applicable



**HRDF**  
MALAYSIA  
SBL Claimable

## MS ISO/IEC 17025:2017 INTERNAL QUALITY AUDITING

### **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. Clause 8.8 states the requirement to have internal auditors who are trained and qualified to conduct internal audit. The training emphasis on knowledge and practical experience of the auditor so that they are competent to conduct the audit. The content includes understanding audit cycle, criteria as auditor, prepare checklist, practice conduct audit, writing NCR, grading NC. The prime concern is the audit skill for technical requirements. The NCR issue during training can be treated as part of IQA for the laboratory for in-house training session.

### **TARGET GROUP:**

Auditor, Management Representatives, Department Heads, Managers, Supervisors, Engineers, Chemist, Line Leader, Executives for manufacturing, Quality Assurance, and those involved in product improvement and those wish to be internal auditors.

### **COURSE CONTENT:**

- Topic 1: Quality assurance in accredited laboratory.
- Topic 2: MS ISO/IEC 17025:2017 Laboratory Accreditation Standard
- Topic 3: Why Internal Audits?
- Topic 4: Roles and responsibilities of auditors and auditees
- Topic 5: Developing auditing skills.
- Topic 6: Non-compliances identification & categories
- Topic 7: The auditing process
- Topic 8: Management review
- Topic 9: Preparing an audit
- Topic 10: Group works in simulation or conduct of internal auditing process

### **METHODOLOGY:**

- 1) Interactive lecture
- 2) Discussion
- 3) Practical session on conducting audit or simulation session

### **LEARNING OUTCOMES:**

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

- 1) To establish & maintain an internal audit program to meet the requirements of MS ISO/IEC 17025:2017.
- 2) To plan, organize & conduct internal audits.
- 3) To identify non-conformance and follow up on corrective actions arising from such audits

### **CERTIFICATE :**

Participants are required to complete a project usually at the end of training or within 2 weeks of completion of the training

- ✓ Certificate of Competency - achieved score points 70% and above
- ✓ Certificate of Attendance - achieved score points below than 70% or no submission of project

## REGISTRATION FORM (L003):

### PUBLIC TRAINING

**Course Fee** : RM1,900 per participant  
**Training Date** : Refer to 2020 Training Calendar  
**Duration** : 2 days  
**Time** : 9.00am – 5.00pm  
**Venue** : Ascendent Technology Sdn. Bhd.  
**HRDF** : SBL / SBL-Khas Claimable

### 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 / SBL-Khas 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, training dates & trainer 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 :	
Telephone:		Signature:	Company Stamp:
Fax:			
Type of Industry:			