ISO/IEC 17025
Lead Assessor Training

PROGRAMME OVERVIEW:

This course addresses the management of audit programmes and auditing of quality management system laid down in ISO 19011:2018 Guidelines for quality management
systems auditing

COURSE OBJECTIVE:

◦ Understand the philosophy of audit according to ISO 19011.
◦ Understand the requirements ISO/IEC 17025 and other SAMM related documents.
◦ To acquire skills and be competent to conduct management system audits.

Methodology

During the five days training, there are series of lectures, workshops daily questions and Examination.
Participants are encouraged to ask questions and to take part in the classroom discussions as well as conducting audit in a laboratory. Interaction is needed to make this course successful and enjoyable.

PRE REQUISITE :

Preferable
1) Laboratory experiences
2) Command of English

BENEFITS OF THIS COURSE :
1) Deeper understanding of SAMM ISO/IEC 17025:2017 to implement in more effective manner
2) manage laboratory meeting international requirements
3) understand SAMM assessment procedure
4) train internal auditors for the laboratory QMS
5) 5 act as internal auditor and consultant auditor
6) enhance knowledge of laboratory QMS `

COURSE OUTLINE

✓ Terms and definition
✓ ISO/IEC 17025 Interpretation
✓ Principles of auditing
✓ Planning and Conducting audit
✓ Competent and evaluation of auditors

THE EXAMINATION:
The examination is a 2-hour written test. The examination is designed to test participant understanding of ISO/IEC 17025 requirements, the principles of quality management, the principles and practices of quality management system auditing. All the material is covered in the lecture notes, workshops, and the ISO/IEC 17025:2017.

It is strongly recommended that participant review the course notes, the standard, handouts and participant's own notes during the evenings.

The overall passing mark is 70% with a minimum of 40% in each section of the examination.

SUCCEEDING ON THE COURSE :

This training requires assessment of two independent elements, both of which must be satisfied, if participant is to successfully complete the course:

1) A continuous assessment of participant auditing capability, written and oral communication skills, performance as a team member and in role playing, as well as attitude and timekeeping.
2) A written examination

Continuous Assessment:

People who are going to conduct successful system audits need certain abilities and attributes. There is a high level of agreement on these abilities and attributes by employers of auditors and those experienced in conducting audits.

The course facilitator will be continually evaluating participant's demonstration of these abilities and attributes.

Participant will be continually monitored on the following aspects to gauge participant's suitability and capability as a future auditor or lead auditor:
   i. Auditing capability
   ii. Written and oral communication skills
   iii. Attitude
   iv. Timekeeping

Criteria for these evaluations include:
   i.   Contribution to discussion such as asking questions, communicating within the group, accurate reporting of situations and effective general participation
   ii. Clarity and technical soundness of written and oral assignments
   iii. General attitude and manner towards the subject, the course and participant course colleagues
   iv. Participation in role playing workshops
   v. Timekeeping

If participant do not appear to understand the course material, participate in the course activities or exhibit behaviour unbecoming to an auditor, participant will be personally notified and counselled by the facilitator. Participant must subsequently demonstrate improvement during the rest of the course to pass the continuous assessment. Counselling by itself does not mean a failure on continuous assessment.

The examination grades and the continuous assessment are used to determine whether or not participant have been successful on the course. Both must be passed.

Full-time attendance for the duration of the course is required to pass the continuous assessment.

REGISTRATION FORM (L005):

PUBLIC TRAINING

Course Fee	: RM 3,500 Per Pax
Training Date	: Refer to Training Calendar
Venue	: **Ascendent Training Room**
Duration	: **5** Days
Time	: 9:00 AM - 5:00 PM
Venue	: Ascendent Technology Sdn Bhd
HRDF	: **SBL - Khas**

IN-HOUSE TRAINING

Course Fee	: RM 3,500 Per Day
Duration	: 5 Days
Time	: 9:00 AM - 5:00 PM
HRDF	: **SBL - Khas**
Maximum No.	: 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 : Mr / Ms ....
Designation : ....
NRIC : ....
Mobile No. : ....
Email : ....

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PAYMENT DETAILS

All cheques should be crossed and made payable to: **ASCENDENT TECHNOLOGY SDN BHD** Bank A/C No. **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:
Training Date:	
Telephone:	
Type of Industry:	