

Internal Auditor with Focus on ISO/IEC 17025:2005

Agenda Day One

Time	Subject
8:00 a.m.	Welcome and Introductions
	Session 1 Quality and Laboratory Accreditation
	Session 2 Audit Overview
	Session 3 Quality and Laboratory Management Standard ISO/IEC 17025
	Workshop 1 Part 1 - Audit Situations
12:00 p.m.	Lunch
12.45 p.m.	Session 3 <i>continued</i>
	Workshop 1 Part 2 - Audit Situations
	Session 4 Documentation
	Session 5 Managing an Audit Program
	Session 6 Auditor Competence
	Session 7 Performing the Audit: Part 1 - Planning
5:30 p.m.	Close for the day

Note: 5 minute breaks every 1 - 1 1/2 hours

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Agenda Day Two

Time	Subject
8:00 a.m.	Session 7 continued Workshop 2 – Quality/Laboratory Systems Review Workshop 3 - Preparing Work Documents Session 8 Performing the Audit: Part 2 - Conducting Case Study Introduction
12:00 p.m.	Lunch
12:45 p.m.	Case Study (preparation) Case Study (feedback) Session 8 continued Workshop 4 – Writing Nonconformity Statements
5.30 p.m.	Close

Note: 5 minute breaks every 1 - 1 1/2 hours

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Agenda Day Three

Time	Subject
8:00 a.m.	Session 8 continued Workshop 5 - Closing Meeting
	Session 9 Performing the Audit: Part 3 – Concluding
12:00 p.m.	Lunch
12:45 p.m.	Session 9 continued Workshop 6 - Corrective Action Review and Questions
3.00 p.m.	Exam [75 minutes duration]
4:15 p.m.	Close

Note: 5 minute breaks every 1 - 1 1/2 hours