

# ISO/IEC 17025 Lead Assessor - Exemplar Global Certified

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## *Agenda*

### *Day One*

<i>Time</i>	<i>Subject</i>
8:00 a.m.	<b>Module 1 - Welcome and Introductions</b>
8:45 a.m.	Icebreaker Exercise
9:00 a.m.	<b>Module 2 - Quality and Laboratory Accreditation</b>
	Workshop 1 – Features of a Competent Laboratory
10:15 a.m.	Break
10:30 a.m.	<b>Module 3 - Assessment Overview</b>
11:00 a.m.	<b>Module 4 - Laboratory Quality Management Standards – ISO/IEC 17025:2005</b>
11:30 a.m.	Workshop 2 - Pre-course Questionnaire
12:00 p.m.	Lunch
12:45 p.m.	<b>Module 4 - Laboratory Quality Management Standards (cont'd)</b>
1:30 p.m.	Workshop 3 - Clause 4 Assessment Situations (preparation)
2:00 p.m.	Assessment Situations (feedback)
2:30 p.m.	<b>Module 4 - Laboratory Quality Management Standards (cont'd)</b>
3:15 p.m.	Break
3:30 p.m.	Workshop 4 - Clause 5 Assessment Situations (preparation)
4:00 p.m.	Assessment Situations (feedback)
4:30 p.m.	<b>Module 5 - Documented Systems</b>
5:00 p.m.	Workshop 5 - Management System Review (preparation)
5:45 p.m.	Management System Review (feedback)
6:00 p.m.	Assign Evening Work
6:15 p.m.	Close for the day
	Evening Work: Read Appendix, Chapter 6-Audit Planning and Chapter 7-Checklists.

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## *Agenda*

### *Day Two*

<b>Time</b>	<b>Subject</b>
8:00 a.m.	<b>Module 6 - Uncertainty of Measurement</b>
8:45 a.m.	Workshop 6 - Understanding Uncertainty
9:15 a.m.	<b>Module 6 - Uncertainty of Measurement (cont'd)</b>
9:45 p.m.	Workshop 7 -Type B Uncertainty
10:15 a.m.	Break
10:30 a.m.	<b>Module 7 - Assessor Competence</b>
11:00 a.m.	<b>Module 8 - Managing an Assessment Program</b>
11:30 a.m.	Workshop 8 – Selecting the Assessment Team
12:00 p.m.	Lunch
12:45 p.m.	<b>Module 9 - Performing the Assessment – Part 1 Planning</b>
1:00 p.m.	Workshop 9 – Initial Assessment Planning
1:30 p.m.	Workshop 10 – Assessment Planning
3:15 p.m.	Break
3:30 p.m.	<b>Module 9 - Performing the Assessment – Part 1 Planning (cont'd)</b>
4:00 p.m.	Workshop 11 – Assessment Work Documents
4:45 p.m.	<b>Module 10 - Performing the Assessment – Part 2 Conducting the Assessment</b>
5:15 p.m.	Workshop 12 - Assessment Scenarios (preparation)
5:30 p.m.	Assessment Scenarios (feedback)
6:15 p.m.	Assign Evening Work
6:30 p.m.	Close for the day
	Evening Work: Read Appendix, Chapter Nonconformity Writing.

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## *Agenda*

### *Day Three*

<b>Time</b>	<b>Subject</b>
8:00 a.m.	<b>Module 10 Performing the Assessment – Part 2 Conducting the Assessment (cont'd.)</b>
8:30 a.m.	Workshop 13 – Listening Skills
9:00 a.m.	<b>Module 10 Performing the Assessment – Part 2 Conducting the Assessment (cont'd.)</b>
9:30 a.m.	Workshop 14 – Assessment Techniques (preparation)
10:00 a.m.	Assessment Techniques (feedback)
10:15 a.m.	Break
10:30 a.m.	Workshop 15 - Case Study 1 Globalabs, Inc. (preparation)
12:00 p.m.	Lunch
12:45 p.m.	Case Study 1 Globalabs, Inc. (feedback)
1:15 p.m.	<b>Module 10 Performing the Assessment – Part 2 Conducting the Assessment (cont'd.)</b>
1:45 p.m.	Workshop 16 - Writing Nonconformities (preparation)
2:30 p.m.	Writing Nonconformities (feedback)
2:45 p.m.	Break
3:00 p.m.	Workshop 17 - Case Study 2 (preparation)
6:00 p.m.	Assign Evening Work
6:15 p.m.	Close for the day

Evening Work: Read Appendix, Chapter 11-Closing Meetings, Chapter 12-Reporting and Chapter 13-Follow-up and Corrective Action.

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## *Agenda*

### *Day Four*

<b>Time</b>	<b>Subject</b>
8:00 a.m.	Workshop 17 - Case Study 2 (feedback)
10:45 a.m.	Break
11:00 a.m.	Workshop 18 – Closing Meetings (preparation)
12:00 p.m.	Lunch
12:45 p.m.	Workshop 18 – Closing Meetings Cont'd. (preparation, conducting, feedback)
3:00 p.m.	Break
3:15 p.m.	<b>Module 11 - Performing the Assessment – Part 3 Concluding the Assessment</b>
4:00 p.m.	Workshop 19 - Corrective Action
4:45 p.m.	Week Review
5:00 p.m.	Workshop 20 - Assessment Report (team discussion, complete draft report)
6:15 p.m.	Assign Evening Work
6:30 p.m.	Close for the day

Evening Work: Final Assessment Report for hand-in on Day 5.  
Approximately 1 1/2 hours.

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## *Agenda*

### *Day Five*

<b><i>Time</i></b>	<b><i>Subject</i></b>
8:00 a.m.	Review of previous day (Reporting) and questions
8:30 a.m.	<b>Module 12 - Laboratory Assessor Certification – Exemplar Global</b>
9:30 a.m.	Administration and Examination Introduction
9:45 a.m.	Examination
11:45 a.m.	Course Review
12:00 p.m.	Close