

## Internal laboratory audit ISO 17025



AOC-22    2 Days (14 Hours)

### Description

### Who is this training for ?

#### For whom

Laboratory quality managers

Quality auditors

Any person responsible for the accreditation of a laboratory according to ISO/IEC 17025

#### Prerequisites

Very good knowledge of the ISO/IEC 17025 standard

### Training objectives

- Carry out internal audits in testing, analysis or calibration laboratories
- Formulate audit findings that are more usable by those audited

### Training program

#### La préparation l'audit

- Audit mandate: objectives, framework and scope of the audit
- Notification of the audit to the auditees
- Preliminary analysis of the characteristics of the entity to be audited on the basis of laboratory documents: quality and procedures manual
- Development of an audit plan and an interview guide

#### La réalisation de l'audit

- Facilitation of the opening meeting
- Conducting interviews: questioning, reformulation
- The key points of communication in audit
- The auditors / auditee relationship
- Observation of documents, cross-checking of information and collection of evidence
- Taking notes
- The auditor's posture

#### La conclusion de l'audit

- Synthesis and formulation of the findings made: the rules to follow for labeling a deviation
- Preparation and animation of the closing meeting
- Assessment of the relevance of corrective actions
- The audit report