

## Training Course on the **NEW** ISO/IEC 17025:2017 Requirements and Internal Auditing

### Why ISO/IEC 17025?

All calibration/testing laboratories need to have sound business processes to enable them to deliver technically accurate calibrations and tests to their clients. Accreditation which is the process of providing recognition to a conformity assessment body for its competence in performing specific tasks is the strategy for a calibration/testing laboratory to achieve this. For laboratories concerned with demonstrating competence underpinned by a quality system, the appropriate international standard is ISO/IEC 17025 which specifies the requirements for quality and competence of calibration/testing laboratories. Throughout the world many countries now rely on accreditation as a means of independently evaluating laboratory competence. With the launch of the SADC Free Trade Area in August 2008 accreditation is poised a key role in facilitating trade.

### What are the Benefits of Accreditation to Laboratories?

- ✓ A means of demonstrating competency to your clients
- ✓ Guarantee for reliable and comparable test/calibration results
- ✓ Increases reliability of products
- ✓ Reduces costs associated with repetitive testing and lost time is minimized
- ✓ Global market requirement
- ✓ Facilitates trade and economic growth

### Why should you Attend the Course?

The 5-day ISO/IEC 17025 requirements and internal auditing course is to promote a thorough understanding of ISO/IEC 17025 standard requirements and to impart internal auditing knowledge and skills to calibration/testing laboratories staff so as to monitor compliance with ISO/IEC 17025. The course will cover the following main topics:

- ✓ Competence of a laboratory
- ✓ Structure of ISO/IEC 17025:2017 standard (**New standard**)
- ✓ Understanding ISO/IEC 17025:2017 standard requirements
- ✓ Developing a suitable Quality Management System
- ✓ Understanding impartiality
- ✓ Basic understanding of method validation and uncertainty of measurement
- ✓ Basic understanding of process approach and risk based thinking
- ✓ Internal auditing tools, techniques and process
- ✓ Maintenance and improvement of a laboratory quality management system
- ✓ Accreditation process

### Who should Attend?

Management and staff of calibration/testing laboratories involved in the implementation and maintenance of the laboratory system as well as those involved in monitoring system compliance through internal audits.

### Dates and Venue

The course will be held at **Woodlane Hotel, Riverwalk - Gaborone, Botswana** from **18 to 22 February 2019**

### Resource Person

The resource person for the course is a qualified and experienced trainer who has hands on experience in implementing ISO/IEC 17025 and undertaking internal audits to the standard.

### Fees

Participation fees shall be **BWP 8,900.00** only per delegate to cover tuition, training materials, **New ISO/IEC 17025:2017 Standard**, lunch and refreshments. Participants shall **meet their own travelling and upkeep costs**. Space is limited to 25 participants only and will be on a first come first served basis.

### How to Book

Please complete the attached training booking form SADCAS F 70b or download form from SADCAS website: <https://www.sadcas.org/sadc-as-forms-english> and return to:

**Attention:** Ms Linda Dirorimwe  
Accreditation Administrator  
SADC Accreditation Service (SADCAS)  
Plot 50676, First Floor Block B, BIFM/Fairgrounds Office Park  
Private Bag 00320  
Gaborone, Botswana  
Fax: +267 313 2922  
Mobile: +267 7505 1525  
Email: [ldirorimwe@sadcas.org](mailto:ldirorimwe@sadcas.org); [info@sadcas.org](mailto:info@sadcas.org)

Payment shall be made to SADCAS by electronic transfer into the following SADCAS Account:

**Account Name:** Southern African Development Community Accreditation Service Ltd  
**Bank Name:** FNB Botswana  
**Address:** Plot 1108, Ground Floor, Capitol Building Main Mall, Gaborone, Botswana  
**Account Number:** 621 419 76730 [Botswana Pula (BWP) Account]  
**Branch Code:** 282867 (Mall Branch)  
**Swift Code:** FIRNBWGX

**DEADLINE FOR PAYMENT AND REGISTRATION IS 12 FEBRUARY 2019**

**For enquiries please contact: National Accreditation Focal Point (NAFP) - Botswana  
Ministry of Investment, Trade and Industry (MITI)**