

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 **26 to 30 August 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 9,100.00** 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
Training 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; 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 22 AUGUST 2019

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