

ISO/IEC 17025 Training

- Internal Auditor Training

This class will be held @ Courtyard by Marriot — Downtown Fort Wayne

Anyone working within the ISO/IEC 17025 Standard or considering accreditation benefits from this training

*** Register Today!**

Class Size limited

- Auditing all elements of ISO/IEC 17025
- Assessment techniques used by assessors to assess technical competence
- Understanding Accreditation Body requirements
- Improving the laboratory with the standard

February 28th & 29th, 2012

Fort Wayne, IN

Price \$700

- Includes materials, continental breakfast and lunch provided by L-A-B
- Fee does not include hotel accommodations or transportation

Laboratory Accreditation Bureau

Fort Wayne Sales and Headquarters Office

11617 Coldwater Rd., Ste. 101

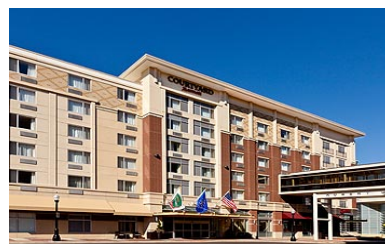
Fort Wayne, IN 46845

Tel (260) 637 2705

Fax (260) 637 2791

email: sales@l-a-b.com

www.l-a-b.com



Venue/Hotel Information

Courtyard by Marriott

1150 South Harrison Street

Fort Wayne, IN 46802

Tammy Stabler for

Reservations | -260-579-9214

L-A-B Training Registration Form



**LABORATORY
ACCREDITATION
BUREAU**

Please complete this form and mail with check to: Laboratory Accreditation Bureau, Attn. L-A-B Training

11617 Coldwater Rd., Suite 101, Fort Wayne, IN 46845

ATTENDEE INFORMATION (one form per attendee; please copy form for multiple attendees)

Mr.() Mrs.() Ms.() Dr.() Name on Certificate _____

Name on Name Badge _____

Title _____ Company _____

Street _____ City _____ State _____ Zip _____

Phone _____ Fax _____ e-mail _____

	Course Title	# of Days	Registration Fees	Dates for Course	Course Location
()	ISO/IEC 17025 Training ➤ Internal Auditor Training	2	\$700	February 28th & 29th, 2012	Courtyard by Marriott Downtown Fort Wayne
Venue/Hotel Information - Courtyard by Marriott 1150 South Harrison Street Fort Wayne, IN 46802 Call Tammy Stabler for reservations 1-260-579-9214					

*class size is limited so register today

Payment Information:

() Check or Money Order Enclosed

() Purchase Order # (L-A-B Accredited Labs Only) _____

() Payment by Credit Card (Visa, M/C, Discover) Authorization form will be sent by L-A-B

Mail Registration Form to:

Pat Douglass, L-A-B Sales Manager

Fort Wayne Sales and Operations Office

11617 Coldwater Rd., Ste. 101

Fort Wayne, IN 46845

Tel (260) 637 2705

Fax (260) 637 2791

email: sales@l-a-b.com

Cancellation Policy: All cancellations received in writing to L-A-B Training

Coordinator 30 days prior to the start of the Public Training Class will be honored and receive a full refund. After 30 days prior to the start of the training class no refunds will be given, but registrants are able to send a replacement attendee at no additional charge. The replacement will need to complete a registration form and turn into L-A-B prior to the start of the course. L-A-B shall not be liable nor responsible for any failure to perform its obligations under this contract as a result of strikes, riots, curtailment of transportation, acts of God, or any other cause beyond its control.

ISO/IEC 17025 Training Agenda

- Auditing all elements of ISO/IEC 17025
- Assessment techniques used by assessors to assess technical competence
- Understanding Accreditation Body requirements
- Improving the laboratory with the standard

Training Agenda
Daily 8am—5pm

Day One

Welcome and Introductions

What is the Scope of the Standard

What is the Purpose of the Standard

Section 4 Management Requirements

- 4.1 Organization
- 4.2 Management system
- 4.3 Document Control
- 4.4 Review of requests, tenders and contracts
- 4.5 Subcontracting of tests and calibrations
- 4.6 Purchasing services and supplies
- 4.7 Service to the customer
- 4.8 Complaints
- 4.9 Control of nonconforming testing and/or calibration work
- 4.10 Improvement
- 4.11 Corrective action

General Notes—Included in Course Tuition

Continental Style Breakfast and Coffee included - available at 7:45 AM
Working Lunch Provided
Morning & Afternoon Break w/ Beverages

Day Two

Section 5 Technical Requirements

- 5.1 General
- 5.2 Personnel
- 5.3 Accommodation and environmental conditions
- 5.4 Test and calibration methods and method validation
- 5.5 Equipment
- 5.6 Measurement traceability
- 5.7 Sampling
- 5.8 Handling of test and calibration items
- 5.9 Assuring the quality of test and calibration results
- 5.10 Reporting the results



**LABORATORY
ACCREDITATION
BUREAU**

Please bring a copy of your ISO/IEC 17025 Standard.