

**“Improving Laboratories Through Accreditation”**

# ISO/IEC 17025 Training

- Internal Auditor Training

- **Measurement Uncertainty Workshop**

**ISO/IEC 17025 Internal Auditor training. The 3 day agenda includes a 2 Day Internal Auditor Training Course & a 1 Day Measurement Uncertainty Workshop.**

This class will be held in **San Diego, California - April 24, 25 & 26, 2012** for those laboratories in need of training for technicians, engineers, and management. Anyone working within the ISO/IEC 17025 Standard benefits from this training.

**\*Register Today!**

Class Size limited to **25** participants\*

Please bring a copy of your ISO/IEC 17025 Standard

## Register Today!

### 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](mailto:sales@l-a-b.com)



**LABORATORY  
ACCREDITATION  
BUREAU**

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

**ISO/IEC 17025**

**2 day**

**Internal Auditor  
Training**

**1 day**

**Measurement Uncertainty  
Workshop**

**April, 24, 25 & 26, 2012**

**Price \$395/day**

**L-A-B is offering Public Training  
Classes for Laboratories**

**Course Name:**

**ISO/IEC 17025 Internal Auditor Training  
Measurement Uncertainty Workshop**

Course Description:

### **Day 1 & 2**

- 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

### **Day 3**

- Measurement Uncertainty Workshop



### Venue

**COURTYARD SAN DIEGO  
MISSION VALLEY/HOTEL CIRCLE  
595 Hotel Circle South  
San Diego, California 92108  
Reservations 800.505.6542**

**Special Room Rates available until 3/24/12**

**Ask for Laboratory Accreditation**

**Bureau Group Rate**

**\*\*Early Bird Discount - Save \$45/day if registered and paid in full prior to February 24th, 2012**

# 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 \_\_\_\_\_

Check	Course Title	# of Days	Registration Fees	Dates for Course	Course Location
➤	<b>ISO/IEC 17025 Internal Auditor Training Section 4 (QM)</b>	1	\$395.00 (early bird discount <b>\$350.00</b> )	April, 24 2012	San Diego Mission Valley California
➤	<b>ISO/IEC 17025 Internal Auditor Training Section 5 (TR)</b>	1	\$395.00 (early bird discount <b>\$350.00</b> )	April, 25 2012	San Diego Mission Valley California
➤	<b>Measurement Uncertainty Workshop</b>	1	\$395.00 (early bird discount <b>\$350.00</b> )	April, 26 2012	San Diego Mission Valley California
➤	<b>All Three Days of Classes</b>	3	Total for all 3 days \$1100.00 (early bird discount <b>\$1000.00</b> )	April, 24, 25, 26 2012	San Diego Mission Valley California

\*class size is limited to 25 participants— register today

\*\*early bird discount applies to registrations paid and received (checks paid in full) by L-A-B on or before February 24th, 2012.

## Payment Information:

Check or Money Order Enclosed

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

Payment by Credit Card (Authorization form will be sent by L-A-B)

## Mail Registration Form to:

**Kelli Jennisch, L-A-B Training Coordinator**

Fort Wayne Sales and Headquarters Office

11617 Coldwater Rd., Ste. 101

Fort Wayne, IN 46845

Tel (260) 637 2705

Fax (260) 637 2791

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.

## Training Venue:

COURTYARD SAN DIEGO MISSION VALLEY/HOTEL CIRCLE

595 Hotel Circle South San Diego, California 92108

Reservations **800.505.6542**

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# ISO/IEC 17025 Training

## Agenda

- Internal Auditor Training

- **Measurement Uncertainty Workshop**

### Training Agenda

**Daily 8am—5pm (Continental Breakfast at 7:45am)**

#### 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
- 4.12 Preventive action
- 4.13 Control of records
- 4.14 Internal Audits
- 4.15 Management reviews

#### 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

#### Day Three

#### **Measurement Uncertainty Workshop**

Traceability and Uncertainty of Standards  
Environmental Conditions

**Training Venue: COURTYARD SAN DIEGO MISSION VALLEY/HOTEL CIRCLE**

**595 Hotel Circle South San Diego, California 92108**

**Reservations 800.505.6542 Special Room Rates available until 3/24/12**

**Ask for Laboratory Accreditation Bureau Group Rate**

#### **General Notes—Included in Course Tuition**

Continental Style Breakfast and Coffee included - available at 7:45 AM

Working Lunch Provided — Afternoon Break w/ Beverages



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