

Greetings from CMTI

We are pleased to inform you that we are conducting a 04 days Non-Residential Training programme on "**Laboratory Management & Internal Audit as per ISO / IEC 17025:2017**", course code **0410**

Highlights / Overview of the Program:

National Accreditation Board for Testing & Calibration Laboratories (NABL) provides laboratory accreditation services to all laboratories performing calibration / testing. To get accredited by NABL, the laboratories should be able to demonstrate that they operate a quality management system, technical competence and are able to generate technically valid results, compliance with international standard ISO /IEC 17025:2017. This standard which is recently re-issued during Nov 2017 after considerable amendment is applicable to all organizations/laboratories performing calibrations / tests, regardless of number of personnel or scope of the calibration / testing activities. The course covers managerial and technical requirements of a calibration/ testing laboratory based on ISO / IEC 17025:2017, covering all the clauses. The course provides insight into all the requirements of standard with regard to preparation of documents (quality manual, work procedures, calibration procedures), establishing traceability of measurements through reference standards, estimation of uncertainty of measurements, internal audit and management review. On completion of the course, the participants will be able to develop and implement quality management system preparation of documents including quality manual, plan and conduct internal audits. The course also covers briefing on changes made in 2017 version compared to 2005 version.

Target Participants:

Quality Managers / Technical Managers / Senior Lab Personnel from Calibration and Testing Laboratories

Programme Schedule

It is 04 days Non Residential Training Programme scheduled during **22nd – 25th April 2024**. The Programme will be held at Central Manufacturing Technology Institute, Bangalore

Participation Fees

Rs. 15,600/- plus GST @ 18%*, per participant. This includes Course Kit, working veg lunch, midsession tea.**

Course Fee can be paid through **NEFT / RTGS / Demand Draft**. Demand Draft to be drawn in favor of "Central Manufacturing Technology Institute", payable at Bangalore and should reach CMTI one week before the actual date of commencement of the course.

Beneficiary for RTGS/NEFT

- a) **Name : Central Manufacturing Technology Institute**
- b) **GST No: 29AAATC2085K1ZJ**
- c) **Account No :10521862015**
- d) **Bank Name & Branch: State Bank of India, Yeshwanthpur Branch**
- e) **IFSC Code :SBIN0003297**
- f) **MICR Code : 560002055**

Additional Information:

1. A 10% rebate on course fee will be given to organizations nominating 3 or more participants for each programme, only if payment is made in advance, ten days before the commencement of the course.
2. Individuals/ Companies interested in participation are requested to fill in the enclosed Enrollment Form and submit at the earliest.
3. Participants are advised to proceed for the programme only after the nominations / Programme confirmed by us (by Fax / Letter / Phone / E-Mail).
4. Participants should report at CMTI on the day of commencement of the course. Participants are advised to reach Bangalore the previous day evening/ night.
5. Course will be conducted from 09:00 to 17:00 hrs. Participants may plan their return journey accordingly.
6. Participants will be given Certificate after the completion of the Training Programme
7. Enclosed are the tentative programme contents for ready reference
8. GST No. to be shared while sending your nomination / Registration (If a company is exempted from GST they have to provide GST Exemption certificate).
9. Please note that Course fee once paid will not be refunded. However, change in nomination will be permitted.

Note: * Taxes and other levies will be charged as per the prevailing rates at the time of Billing**

For further enquiries / registration / nominations, please contact:

Mrs. Asha R Upadhyaya, Joint Director & Centre Head – AEAMT,

09449842686 / 78 Fax: (080) 2337 0428

E-mail– training@cmti.res.in

CENTRAL MANUFACTURING TECHNOLOGY INSTITUTE

Tumkur Road, Bangalore 560 022

**Training Programme
On**

**“Laboratory Management & Internal Audit as per ISO / IEC 17025:2017”
Tentative Programme Schedule**

| Days | Topic | |
|---|---|--|
| Day 1 | Introduction to Laboratory Accreditation -International perspective | |
| | Introduction to standard ISO/IEC 17025-2017. Terms & definition | |
| | General Requirements Clause 4 4.1 Impartiality, 4.2 confidentiality Clause 5 Structural Requirements | |
| | Resource requirement clause 6 6.1 General, 6.2 Personnel, 6.3 Facilities & environmental condition | |
| | Resource requirement clause 6 contd... 6.4 Equipment, 6.5 Metrological Traceability 6.6 Externally provided products & Services | |
| | Exercises Brief on List of Policies , Procedures, Formats & Records Exercise 1: Technical Manager Appraisal Exercise 2: Measurement Traceability | |
| | Day 2 | Review of Day – I Process requirement clause 7.0 7.1 Review of requests, tenders and contract 7.2 Selection, verification and validation of methods |
| Exercise 3: Review of requests, tenders and contract Exercise 4: Methods Validation | | |
| 7.3 Sampling 7.4 Handling of test or calibration items 7.5 Technical records 7.6 Evaluation of measurement uncertainty 7.7 Ensuring the validity of results | | |
| 7.8 Reporting of result 7.9 Complaint 7.10 Nonconforming work 7.11 Control of data and information management | | |
| Exercise Exercise 5: Identification of clauses -1 Brief on Adequacy of Quality Manual | | |
| Day 3 | | Review of Day – II 8.1 Option Option A |
| | | 8.2 Management System documentation |
| | 8.3 Control of Management System documentation | |
| | 8.4 Control of records | |
| | 8.5 Action to address risks & opportunities | |
| | 8.6 Improvement | |
| | 8.7 Corrective actions | |
| | 8.8 Internal audit | |
| | 8.9 Management reviews | |

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| | Internal Audit Principles of Audit Types of Audit Audit Conduct |
| | Discussion on List of Policies , Procedures, Formats & Records Brief on Development of Procedures |
| | Exercise 6: Identification of Clauses - 2 |
| | Exercise 7 : Identification of Non-Compliances -3 (Major/ Minor) |
| Day 4 | Concepts of Uncertainty of Measurements |
| | Discussion on Adequacy of Quality Manual |
| | Internal Audit of Labs |
| | Presentation of Audit Findings |
| | Evaluation (Test) |
| | Route to NABL Accreditation |
| | Discussion and question answer session. |
| | Concluding session |