

On Laboratory Management & Internal Audit as per ISO / IEC 17025:2017

22nd - 25th April 2025

Key Takeaways :

The participants will be able to develop and implement quality management system, preparation of documents including quality manual, plan and conduct internal audits as per ISO/IEC 17025:2017



Course Code: 4101

CONTACT US

Targeted Audience

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



9449842686/78



training@cmti.res.in

CENTRAL MANUFACTURING TECHNOLOGY INSTITUTE
Tumkur Road, Bengaluru - 560 022

About AEAMT

Centre for Skill Development, is a flagship initiative of CMTI, aims to enhance the knowledge and skills of practicing engineers, create job ready engineers to the Indian Manufacturing sector and to bridge the gap between industry and academia.

Focused Area / Objectives :

- Various accreditation body like NABL provides laboratory accreditation services to all laboratories performing calibration / testing. To get accredited by these accreditation bodies, 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.
- The course covers General, Structural, Resource, Process and Management System 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.

Programme Co-ordinator :

1) Mrs. Khushboo is currently working as Scientist- D, at the Centre for Micro, Nano Manufacturing and Metrology and having 8 years of Professional experience in the field of Dimensional Metrology. She is Technical Manager of Precision Metrology Laboratory and involved in maintenance of quality system documents of Metrology Laboratory as per ISO/ IEC 17025, participation in Inter Laboratory Comparison, Periodic Calibration of Reference Masters of Metrology Laboratory to maintain National/International Traceability. Uncertainty Calculation / Estimation of Dimensional parameters of Instruments/ Items.

2)K. Niranjan Reddy graduated in Mechanical Engineering from Kakatiya University, Warangal, Telangana and having 29 years of Professional experience in the field of Precision/ Nano Metrology, Precision/ Micro/ Nano Manufacturing.

He is currently holding the post of Joint Director & Centre Head of Centre for Micro-Nano Manufacturing and Metrology (C-MNTM) at Central Manufacturing Technology Institute, Bengaluru. He is the Quality Manager of Metrology Laboratory at CMTI and he is also an NABL Assessor in the field of Mechanical – Dimension.

His area of research includes development of Thin Film Coatings (Diamond Like Carbon Coatings & CNT Growth Processes) using PECVD Technology. He is a Faculty member of CMTI for Training Programmes in the area of Metrology, Quality Management System, Micro/ Nano Manufacturing etc. He is a "Visionary Leader For Manufacturing (VLFM)" of batch 10, 2016-17 jointly organized by CII & JICA.

Programme Schedule :

It is a **Four (04) Days** Non - Residential Training Programme scheduled during **22nd - 25th April 2025**. The Programme will be held at Central Manufacturing Technology Institute, Bengaluru.

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 Bengaluru 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 :

- 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.
- Individuals/ Companies interested in participation are requested to fill in the enclosed Enrollment Form and submit at the earliest.
- Participants are advised to proceed for the programme only after the nominations / Programme confirmed by us (by Fax / Letter / Phone / E-Mail).

- Participants should report at CMTI on the day of commencement of the course. Participants are advised to reach Bangalore the previous day evening/ night.
- Course will be conducted from 09:00 to 17:00 hrs. Participants may plan their return journey accordingly.
- Participants will be given Certificate after the completion of the Training Programme
- Enclosed are the tentative programme contents for ready reference
- GST No. to be shared while sending your nomination / Registration (If a company is exempted from GST they have to provide GST Exemption certificate).
- 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*

Tentative Programme Schedule

Days	Topics
Day 1	Introduction to Laboratory Accreditation -International perspective
	Introduction to Standard ISO / IEC 17025-2017 Terms & Definition
	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
	Exercises Brief on List of Policies , Procedures, Formats & Records Exercise 1: Technical Manager Appraisal
Day 2	Review of Day – 1 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
	7.3 Sampling 7.4 Handling of test or calibration items 7.5 Technical records 7.6 Evaluation of measurement uncertainty
	7.8 Reporting of result 7.9 Complaint 7.10 Nonconforming work 7.11 Control of data and information management

	<p>Exercise</p> <p>Exercise 5: Identification of clauses -1</p> <p>Brief on Adequacy of Quality Manual</p>
Day 3	<p>Review of Day – II</p> <p>8.1 Option</p> <p>Option A</p> <p>8.2 Management System documentation</p> <p>8.3 Control of Management System documentation</p> <p>8.4 Control of records</p> <p>8.5 Action to address risks & opportunities</p> <p>8.6 Improvement</p> <p>8.7 Corrective actions</p> <p>8.8 Internal audit</p>
	<p>Discussion on List of Policies , Procedures, Formats & Record</p> <p>Brief on Development of Procedures</p>
	<p>Exercise 6: Identification of Clauses - 2</p>
	<p>Exercise 7 : Identification of Non-Compliances -3 (Major/ Minor)</p>
Day 4	<p>Concepts of Uncertainty of Measurements</p>
	<p>Discussion on Adequacy of Quality Manual</p>
	<p>Internal Audit of Labs</p>
	<p>Presentation of Audit Findings</p>
	<p>Evaluation (Test)</p>
	<p>Route to NABL Accreditation</p>
	<p>Discussion and question answer session.</p>
	<p>Concluding Session</p>

For further enquiries / registration / nominations, please contact:

Mr.Arun Kumar J .G, Joint Director & Centre Head – AEAMT,

09449842686 / 78 , Fax: (080) 2337 0428

E-mail : training@cmti.res.in