Greetings from CMTI

We are pleased to inform you that we are conducting a 04 day Non-Residential Training programme on **"Laboratory Management & Internal Audit as per ISO / IEC 17025:2017", course code: 4101**

Highlights / Overview of the Program:

- 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.

Target Participants:

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

Programme Schedule

It is 04 day Non Residential Training Programme scheduled during **02nd - 05th November 2026.** The Programme will be held at Central Manufacturing Technology Institute, Bengaluru

Participation Fees

Rs. 20,000/- plus GST @ 18%,per participant. This includes Course Kit, working veg lunch, mid session 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 to17:00 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:
Mr. Arun Kumar J G, Joint Director & Centre Head – AEAMT,
09449842686 / 78 Fax: (080) 2337 0428
E-mail– training@cmti.res.in, aravinda@cmti.res.in

Training Programme

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

Tentative Programme Schedule

Days	Topic
Day 01	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 02	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
	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
	Exercise Exercise 5: Identification of clauses -1 Brief on Adequacy of Quality Manual
Day 03	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
	Discussion on List of Policies , Procedures, Formats & Record Brief on Development of Procedures
	Exercise 6: Identification of Clauses - 2
	Exercise 7 : Identification of Non-Compliances -3 (Major/ Minor)

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Day 04	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

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