



*PRESENTS*

**Ref IAF-AB/CO/ADM/2024-25/505**

**2 DAYS TRAINING PROGRAMME  
CLASSROOM & DISTANCE LEARNING COURSE  
ISO/IEC 17025 ACCREDITATION FOR CALIBRATION AND  
TESTING LAB**

Dear Sir,

As is widely known, IAF-AB is conducting various technical courses inviting interested personnel/technocrats for enhancing & fine-tuning of the skill.

IAF-AB organizing **Two Days Training Programme** Classroom & online Training course for ISO/IEC 17025 Accreditation for Calibration And Testing Lab series management system.

**a) ISO INTRODUCTION**

The standards published by ISO undergo changes periodically, to reflect the best-suited practices over the changing times. ISO series of standards

For a business unit to successfully set up an ISO/IEC 17025 Accreditation for Calibration And Testing Lab management systems or get maximum benefits from an established management system, auditors within the organization have to be trained to assess the system ISO/IEC 17025 Accreditation for Calibration And Testing Lab requirements. They must also be able to assess their suppliers required management system to support own Quality Initiative.

To increase professionalism, quality auditors also seek formal registration with the IAF-AB (UK & INDIA) one of the prerequisites for such registration requires the quality auditors and practitioners to successfully complete an IAF-AB (UK & INDIA) approved auditor training.

**b) OBJECTIVE OF THE COURSE:**

The objective of the course is to illustrate the importance of the **Two Days Training Programme** role, skills and competency in bearing the ultimate responsibility for the effective performance of the audit team. A practical and intensive course for training quality professionals to External, Internal and manage third and second party audits of an ISO/IEC 17025 Accreditation for Calibration And Testing Lab Management System.

Course describes how to plan and perform an audit, report findings, conduct opening and closing meetings and establish follow-up action. You will understand by the end of the course how regular auditing by an audit team directed by a competent internal auditor is the foundation of an effective ISO/IEC 17025 Accreditation for Calibration And Testing Lab

Management System. On completion of the course, you will have the necessary skills and the experience to Internal Audit and manage your own audits. The learning process will include a series of tutorials, exercises, culminating in both practical and written examination. Delegates will be supplied with a bound set of comprehensive course notes.

c) **COURSE CONTENTS:**

- Introduction to ISO/IEC 17025 Accreditation for Calibration And Testing Lab Management System
- Vocabulary & understanding definitions
- Introduction to ISO/IEC 17025 Accreditation for Calibration And Testing Lab-Management System Requirements
- Need for Internal Quality Audits
- Auditing Techniques
- Conducting Internal Quality Audits
- Course Examination with minimum 50% passing marks.

## **Day 1: Understanding ISO/IEC 17025 Requirements and Laboratory Management**

### **Session 1: Introduction to ISO/IEC 17025**

- **Overview of ISO/IEC 17025**
  - Purpose and importance of ISO/IEC 17025 for calibration and testing laboratories
  - Scope and applicability for laboratories seeking accreditation
  - Key principles: competence, impartiality, and consistent operation
- **Benefits of Accreditation**
  - Enhanced credibility, regulatory recognition, and customer confidence
  - Alignment with international standards and market competitiveness

### **Session 2: General and Structural Requirements**

- **General Requirements for Impartiality and Confidentiality**
  - Strategies to maintain impartiality in testing and calibration activities
  - Managing confidentiality of customer data and laboratory results
- **Structural Requirements**
  - Roles, responsibilities, and organizational structure to ensure compliance
  - Establishing a clear framework and resource allocation for accreditation

### **Session 3: Resource Requirements**

- **Personnel Competence and Training**
  - Determining and documenting competence requirements for laboratory personnel
  - Training programs and ongoing competence assessments
- **Facilities and Environmental Conditions**
  - Requirements for laboratory infrastructure, environmental control, and equipment
  - Calibration and maintenance procedures for ensuring accuracy and reliability

### **Session 4: Equipment Management and Calibration**

- **Calibration and Maintenance of Equipment**
  - Best practices for maintaining calibration accuracy and record-keeping
  - Verification procedures and schedules for laboratory equipment
- **Handling and Storage of Equipment and Samples**
  - Protocols for the proper handling, storage, and transportation of samples and equipment to prevent contamination or degradation

**Group Activity:**

- Case study on managing laboratory equipment calibration and handling procedures.

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## **Day 2: Process Requirements, Quality Management, and Internal Audits**

**Session 5: Process Requirements for Testing and Calibration**

- **Handling Requests, Tenders, and Contracts**
  - Establishing clear communication and agreement with clients regarding testing or calibration needs
- **Method Selection and Validation**
  - Selecting and validating methods to ensure reliability and accuracy of results
  - Procedures for adapting standardized methods or developing new methods
- **Sampling and Testing Procedures**
  - Establishing sampling protocols and measurement uncertainty
  - Documenting testing and calibration procedures, with traceable records

**Session 6: Management System Requirements for ISO/IEC 17025**

- **Document Control and Record Keeping**
  - Managing procedures, documents, and records in compliance with ISO/IEC 17025
  - Ensuring up-to-date documentation for accreditation audits
- **Quality Management System (QMS) Integration**
  - Incorporating ISO/IEC 17025 requirements within the lab's QMS
  - Monitoring and evaluating QMS performance through key performance indicators (KPIs)

**Session 7: Internal Audits, Non-Conformities, and Corrective Actions**

- **Conducting Effective Internal Audits**
  - Planning, executing, and documenting audits to assess compliance with ISO/IEC 17025
  - Identifying areas for improvement and ensuring objective audit results
- **Handling Non-Conformities and Implementing Corrective Actions**
  - Documenting non-conformities, conducting root cause analysis, and developing corrective actions
  - Preventive action plans to mitigate potential future non-conformities

**Session 8: Preparing for ISO/IEC 17025 Accreditation and Continuous Improvement**

- **Steps to Achieve and Maintain ISO/IEC 17025 Accreditation**
  - Overview of the accreditation process, including documentation, assessment, and evaluation
  - Preparing for external audits and managing the accreditation cycle
- **Best Practices and Continuous Improvement Strategies**
  - Implementing feedback loops and customer satisfaction measures
  - Leveraging quality improvement techniques to enhance laboratory performance

**Group Activity:**

- Mock internal audit exercise where participants identify non-conformities and develop corrective actions.

**Closing Session:**

- **Review and Wrap-Up**
  - Summary of key points, participant Q&A, and discussions on implementing ISO/IEC 17025 in the workplace
- **Feedback and Evaluation**

- Collection of participant feedback, resource handouts, and certificate of completion

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**Learning Outcomes:**

By the end of this training, participants will:

- Understand ISO/IEC 17025 requirements for calibration and testing laboratories
- Be able to implement an effective quality management system in a laboratory setting
- Develop procedures to ensure reliable, accurate, and traceable laboratory results
- Prepare for ISO/IEC 17025 accreditation and effectively manage internal audits

**Delivery Method:**

- **Classroom Training:** Interactive lectures, hands-on exercises, and group activities
- **Distance Learning:** Virtual presentations, quizzes, case studies, and downloadable materials

**Materials Provided:**

- Comprehensive course manual on ISO/IEC 17025 requirements
- Templates for laboratory procedures, audit checklists, and record-keeping formats
- Certificate of completion for all participants

This training programme is designed to equip participants with the practical knowledge and skills needed to align with ISO/IEC 17025 standards, ensuring accurate, reliable, and compliant laboratory operations.

For detail of contents refer our website at <https://iaf-ab.org/>

**d) WHO SHOULD ATTEND:**

- 1) All employees whose work responsibility directly affects ISO/IEC 17025 Accreditation for Calibration And Testing Lab Body Technical services.
- 2) Those individuals willing to take up external auditing as a future profession by becoming an independent auditor.
- 3) Those who intend to enroll themselves to IAF-AB (UK & INDIA) Registration Schemes of ISO/IEC 17025 Accreditation for Calibration And Testing Lab Body Technical services.
- 4) Management Representatives responsible for effective implementation and execution of ISO/IEC 17025 Accreditation for Calibration And Testing Lab Body Technical services.

**e) FACILITIES:**

All facility for delegates covering lecture hall, tea and lunch will be arranged by Client or if you are attending the course at IAF-AB office. IAF-AB institute will arrange the above facility.

**f) COURSE DETAILS:**

Detail program of every days training course will be sent / given on the first day to the delegates on registration.

**g) DURATION:**

**Two Days** Training program for ISO/IEC 17025 Accreditation for Calibration And Testing Lab [Timings: 10.00 am to 6.00 pm]

**FEES:**

- h) 2 Days Training program of ISO ISO/IEC 17025 Accreditation for Calibration And Testing Labs Rs 10500+18%GST Payment should be made by Cheque / DD in Favor of “IAF-AB, Mumbai”**



## Indian Overseas Bank

### BANKERS DETILS FOR EFT/ECS/RTGS/NEFT PAYMENT

Sr. No.	Name	Details
1.	Name of Beneficiary	IAF-AB For (UKJAS Accreditation Pvt Ltd)
2.	Name of Bank	Indian Overseas Bank
3.	Bank Branch	Station Road, Palwal Branch, haryana
4.	Bank Branch Code	1667
5.	Account No	166702000000340
6.	RTGS/NEFT / IFSC Code	IOBA 0001667
7.	SWIFT BIC	IOBAINBB089
8.	Account Type	CURRENT
9.	MICR code	110020106
10.	Email Id	<a href="mailto:info@iaf-ab.org">info@iaf-ab.org</a>
11.	PAN No.	AVZPS7816G
12.	GST No.	27AVZPS7816G1ZN

We hereby declare that the particulars given above are correct and complete.  
Thanking You

## Step for Admission:

1. Select the course, you want.
2. Choose Classroom/Distance Learning
3. Pay the fees by ECS/RTGS/NEFT to our Indian Overseas Bank Account
4. Send transaction ID/Deposit Slip along with duly filled Registration form
5. Get Confirmation of your admission by email. Admission is based on first cum first serve basis.
6. Currently Classroom training is only available at Mumbai and your office premises/factory, if there are more than 4 participants in the same city/factory . For outside student, Guest house facility is available of Rs 300/per day in Mumbai depends on seat availability; otherwise all ranges of hotels are available near to our institute.
7. Other cities student, who doesn't want to come Mumbai, can opt for Distance Learning Mode. Syllabus is the same. You will be given course material by email and we will recommend some books, which you can buy. Three month time will be allowed to study the course material and for any doubts and faculty interaction can be done one to one on skype is: IAF-AB and whatsapp video call on +91 8275879725 on Sunday between 5.00 to 8 pm. If you want training online we can share presentation on [www.googlemeet.com](http://www.googlemeet.com) with live presentation. You can attend from any cities around the world.

i) **VENUE:**

**Client Office**

**Or**

**IAF-AB**

**B-401, New Om Kaveri CHS Ltd, Nagindaspara,**

**Next to shiv sena office,**

**Nalasopara (E), Dist. Palghar – 401209, Maharashtra**

**Email : [info@iaf-ab.org](mailto:info@iaf-ab.org)**

**Tel: +91 0250-2341170/+91 9322728183/+91 8369083940**

**j) NOMINATIONS:**

You may send in your nominations to the course co-coordinator, IAF-AB, on the Registration form at the following address along with the fees.

**Ranjeet Prasad**

+91 8369083940

**B-401, New Om Kaveri CHS Ltd, Nagindaspara,**

**Next to shiv sena office,**

**Nalasopara (E), Dist. Palghar – 401209, Mumbai, Maharashtra**

Email : [info@iaf-ab.org](mailto:info@iaf-ab.org)

Tel:+91 0250-2341170

Fees once paid will not be refunded, however it could be adjusted against the next course for the same financial year.

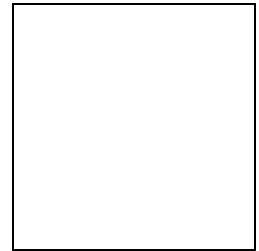
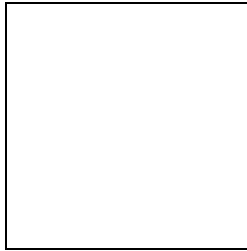
Please send your nomination of the delegated immediately as limited seats are available. Seats are filled on first cum first serve basis.

**k) TERMS & CONDITIONS:**

- I. IAF-AB general terms and conditions will be applicable for qualification of personnel.
- II. Minimum candidates per batch should be 04 Number and Maximum should be 25 per batch. **10% discount will be offered for** 04 Number and Maximum should be 25 per batch
- III. Delegate Fees shall be send in advance through cheque / DD in favor of “**IAF-AB**” payable at Mumbai.
- IV. IAF-AB will charge Service tax as applicable.
- V. Travel & Subsistence by 3<sup>rd</sup> AC train or economy class airfare will be charged for faculties on actual to be borne by client in case of course will be conducted in-house at client premises.



## REGISTRATION FORM



### PERSONAL DATA

Name in Full : .....  
..... (In Capital Only)

Surname                      Name                      Father's/Spouse's Name

Name of the Firm & Address.....  
.....

Phone No: (With STD Code) : ..... Sex: .....

Mobile No: ..... E-mail:

Date of Birth: ..... Qualification: .....

Training Course: .....

Place: ..... (Signature)

Date : ..... Name: .....

PAYMENT MADE BY : Cheque No / Demand Draft No..... Date .....

Drawn on Bank : .....

Cheque / Demand Draft Should be drawn in favour of **IAF-AB** payable at Mumbai, Maharashtra, India.

Note : Fees once paid will not be refunded, however this will be carried forward for the next course during the same financial year

**IAF-AB**, B-401, New Om Kaveri CHS Ltd, Nagindaspara, Next to shiv sena office, Nalasopara (E), Dist. Palghar – 401209, Maharashtra

: +91 0250- 2341170 Fax : Extn. 206 Email: [info@iaf-ab.org](mailto:info@iaf-ab.org)

**UK Head Office:**

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