BOOST
THE LEADING TRAINING PROVIDER

Quality Management & Operational Excellence

ISO 17025 Lead Auditor Training

Course Introduction

ISO 17025 is a world-recognized standard for laboratory competence, applicable to both testing labs and calibration labs across almost all industry sectors. This standard helps maintain the quality of laboratory services by governing laboratory operations and procedures, as well as the technical quality of data provided by the laboratories.

This training course is designed to provide participants with the essential principles and concepts on planning, auditing and reporting laboratory management systems. This course will focus on the topics that will allow participants to gain the necessary knowledge and skills to become a lead auditor and apply the relevant auditing technical methods.

Target Audience

- practitioners in quality and audits
- Senior members and managers of organisations who need to understand the significance of training employees on quality management
- Quality team members
- Professionals aspiring to undertake a quality-related certification
- Construction project owners
- Design consultants
- Construction contractors
- Architects
- Non-engineering construction professionals

Learning Objectives

- Gain a comprehensive understanding of the principles of ISO 17025 and its fundamental audit concepts.

- Identify and familiarize oneself with the ISO 17025 requirements such as structural, resource, process and management system requirements.
- Effectively plan, conduct and report on a laboratory audit.
- Understand the Recognition and Oversight of ILAC, IAAC, APLAC
- Apply Auditing Technical Methods.

Course Outline

- **01 DAY ONE**

  Module 1: Introduction to ISO 17025

  - Module 2: Requirements of ISO 17025
  - Module 3: The Relationship between ISO 19011 and ISO 17025
  - Module 4: Scope
  - Module 5: Normative References
  - Module 6: Terms and Definitions
  - Module 7: General Requirements
  - Impartiality
  - Confidentiality
- **02 DAY TWO**

  Module 8: Structural Requirements

  - Module 9: Resource Requirements
  - General
  - Personnel
  - Facilities and environmental conditions
  - Equipment
  - Metrological traceability
  - Externally provided products and services
  - Module 10: Process Requirements
  - Review - requests, tenders, and contracts
  - Selection, verification, and validation of methods
  - Sampling
  - Handling test or calibration items
  - Technical records
  - Evaluation of measurement uncertainty

- Ensuring result validity
- Reporting of results
- Complaints
- Nonconforming work
- Control of data and information management
- Module 11: Management System Requirements
- Options
- General
- Option A
- Option B
- Module 12: Management System Documentation
- Module 13: Control Management System Documents
- Module 14: Control of Records
- Module 15: Address Risks and Opportunities
- Module 16: Improvement

• **03 DAY THREE**

Module 17: Corrective Actions

- Module 18: Management Reviews
- Module 19: Terminology – ISO 9000, VIM etc.
- Module 20: Fundamental Audit Concepts and Principles
- Module 21: Auditing Requirements and Assessment: ISO 17011:2004, ISO 19011:2011
- Module 22: Recognition and Oversight of ILAC, IAAC, APLAC
- Module 23: Test Reports, AB Symbols, Equipment Stickers, Certificates
- Module 24: Clauses 4, 5, and 6 Review
- Case studies on clauses 4, 5 and 6
- Module 25: Clauses 7 and 8 Review
- Case studies on clauses 7 and 8

• **04 DAY FOUR**

Module 26: Guidelines for Auditing: ISO 19011

- Module 27: GUM (Uncertainty), PT/ILC, Traceability
- Module 28: Opening and Closing Meeting Activities
- Module 29: Auditing Technical Methods
- Module 30: Reporting Audit Results
- Module 31: Audit Checklists and Audit Reports
- Module 32: Review of Standards and Internal Auditing Issues
- Module 33: Introduction to Lab Management System (LMS)
- Standards and regulatory frameworks

- Laboratory management systems
- Laboratories and accreditation fundamental principles
- Testing and calibration concepts
- Implementation of LMS
- Understanding the organisation
- Analysing existing systems

• **05 DAY FIVE**

Module 34: Planning LMS Implementation

- Module 35: Implementing an LMS
- Module 36: LMS Monitoring, Measurement, and Continuous Improvement
- Module 37: Planning an ISO 17025 Audit
- Module 38: Conducting the ISO 17025 Audit
- Module 39: Concluding and Follow-Up of ISO 17025 Audits

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 23, 2025	June 27, 2025	5 days	5950.00 $	switzerland - Geneva
Sept. 8, 2025	Sept. 12, 2025	5 days	4250.00 $	UAE - Abu Dhabi
Nov. 24, 2025	Nov. 28, 2025	5 days	4250.00 $	UAE - Dubai