PAS301: ISO 17025:2017 Certified Lead Auditor Training

E-learning Course Duration: 16 Hours

Website: www.Punyamacademy.com

Chapter - 1: CONTENTS OF ISO 17025:2017 CERTIFIED LEAD AUDITOR TRAINING E-LEARNING COURSE

Sr. No.	The entire e-learning course has 9 main parts as below		Details
1.	Lectures		No. of slides
	1.	Session - 1 : Awareness of ISO/IEC 17025:2017	18
	2.	Session - 2 : Lab Accreditation Process	8
	3.	Session - 3 : ISO/IEC 17025:2017 Requirements	71
	4.	Session - 4 : Documents	14
	5	Session - 5 : Risk based approach ISO/IEC 17025:2017	11
	6	Session - 6 : Audit Process	38
	7	Session - 7 : Audit Terms and Definitions and Roles and Responsibilities	20
	8	Session - 8 : Performing an Audit	19
	9	Session - 9 : Nonconformity and Corrective Action	15
	Total no. of slides (with Audio lectures) ➔		214
2.	Hand-outs (each session detail document is given in PDF and participant can download, print, or save it for future reference)		Approx. 100 Pages in PDF
3.	Opening Closing Meeting and Audit Videos		3 Videos
4.	Session Exams at end of each session and Final Exam		Total 10 Exams
5.	Audit Checklist as per Department-wise and Clause-wise		Approx. 400 audit questions
6.	ISO 17025:2017 Certified Lead Auditor Training Certificate		Award Certificate

For more information about ISO 17025 :2017 Certified Lead Auditor Training Click Here

PAS301: ISO 17025:2017 Certified Lead Auditor Training

E-learning Course Duration: 16 Hours

Website: www.Punyamacademy.com

Part – 1 Lectures:

Under this part total nine sessions are given as Presentations with explanatory audio to understand the subject.

- **Session - 1 :**
  In this session, participants will learn about an overview of ISO 17025:2015 standard. It covers total 18 slides on below topics:

  1. Session - 1 : Awareness of ISO/IEC 17025:2017
  2. ISO/IEC 17025:2017 Lead Auditor Training Course Objectives
  3. ISO 17000 Series Developed by CASCO
  4. What is ISO & IEC?
  5. Why to go for Laboratory Accreditation?
  6. Where is ISO/IEC 17025 used?
  7. International Mutual Recognition
  8. The Roles of International Laboratory Accreditation Cooperation (ILAC)
  9. Bilateral Mechanism MRA
  10. ILAC Control on other cooperation committee
  11. ILAC Control on other cooperation committee (continued...)
  12. Development of Laboratory Accreditation
  13. Benefits of Accreditation
  14. An Overview of ISO/IEC 17025:2017 Standard
  15. Summary of ISO/IEC 17025:2017 requirements
  16. Connectivity of laboratory practices and confirmative assessment as per ISO/IEC 17025:2017
  17. Challenges

- **Session - 2 :**
  In this session, participants will learn about an ISO 17025:2017 principles. It covers total 8 slides on below topics:

  1. Session - 2 : Lab Accreditation Process

For more information about ISO 17025 :2017 Certified Lead Auditor Training Click Here

2. Importance of output data from lab
3. Why to go for accreditation?
4. Comparability in Measurements
5. Important requirements to be fulfilled for ISO /IEC 17025:2017 Accreditation
6. Competence of a Laboratory
7. Certification
8. Accreditation

- **Session - 3:**

In this session, participants will learn about the requirements of ISO 17025:2017 in detail. It covers total 71 slides on below topics:

A. ISO/IEC 17025:2017 Requirements (Clause 4.0 to 6.0)

1. Session - 3A : ISO/IEC 17025:2017 Requirements (Clause No. 4.0 to 6.0)
2. High Level Structure (HLS) of ISO/IEC 17025:2017
3. ISO/IEC 17025:2017 Requirements
4. Clause 1.0 Scope
5. Clause 2.0 Normative References
6. Clause 3.0 Terms And Definitions
7. Clause 3.0 Terms and Definitions (Continued...)
8. Clause 3.0 Terms and Definitions (Continued...)
9. Clause 3.0 Terms and Definitions (Continued...)
10. Requirements
11. Clause 4.0 General Requirements
12. Clause 4.0 General Requirements (Continued...)
13. Clause 4.0 General Requirements (Continued...)
14. Clause 5.0 Structural Requirements
15. Sample Organisation Chart
16. Clause 5.0 Structural Requirements (Continued...)
17. Clause 6.0 Resource Requirements
18. Clause 6.0 Resource Requirements (Continued...)
19. Clause 6.0 Resource Requirements (Continued...)

For more information about ISO 17025 :2017 Certified Lead Auditor Training Click Here

20. Clause 6.0 Resource Requirements (Continued...)
21. Clause 6.0 Resource Requirements (Continued...)
22. Clause 6.0 Resource Requirements (Continued...)
23. 6.0 Resource Requirements (Continued...)
24. 6.0 Resource Requirements (Continued...)
25. 6.0 Resource Requirements (Continued...)
26. 6.0 Resource Requirements (Continued...)
27. 6.0 Resource Requirements (Continued...)
28. 6.0 Resource Requirements

B. ISO/IEC 17025:2017 Requirements (Clause 7.0 and 8.0)

1. Session - 3B : ISO/IEC 17025:2017 Requirements (Clause No. 7.0 and 8.0)
2. Clause 7.0 Process Requirements
3. Clause 7.0 Process Requirements (Continued...)
4. Clause 7.0 Process Requirements (Continued...)
5. Assessment and reporting of compliance with specifications
6. Clause 7.0 Process Requirements (Continued...)
7. Clause 7.0 Process Requirements (Continued...)
8. Clause 7.0 Process Requirements (Continued...)
9. Clause 7.0 Process Requirements (Continued...)
10. Clause 7.0 Process Requirements (Continued...)
11. Clause 7.0 Process Requirements (Continued...)
12. Clause 7.0 Process Requirements (Continued...)
13. Clause 7.0 Process Requirements (Continued...)
14. Clause 7.0 Process Requirements (Continued...)
15. Clause 7.0 Process Requirements (Continued...)
16. Clause 7.0 Process Requirements (Continued...)
17. Clause 7.0 Process Requirements (Continued...)
18. Clause 7.0 Process Requirements (Continued...)
19. Clause 7.0 Process Requirements (Continued...)
20. Clause 7.0 Process Requirements (Continued...)
21. Clause 7.0 Process Requirements (Continued...)
22. Clause 7.0 Process Requirements (Continued...)
23. Clause 7.0 Process Requirements (Continued...)

For more information about ISO 17025 :2017 Certified Lead Auditor Training Click Here

24. Clause 7.0 Process Requirements (Continued...)
25. Clause 7.0 Process Requirements (Continued...)
26. Clause 7.0 Process Requirements (Continued...)
27. Clause 7.0 Process Requirements (Continued...)
28. Clause 8.0 Management System Requirements
29. Clause 8.0 Management System Requirements (Continued...)
30. Clause 8.0 Management System Requirements (Continued...)
31. Clause 8.0 Management System Requirements (Continued...)
32. Clause 8.0 Management System Requirements (Continued...)
33. Clause 8.0 Management System Requirements (Continued...)
34. Clause 8.0 Management System Requirements (Continued...)
35. Clause 8.0 Management System Requirements (Continued...)
36. Clause 8.0 Management System Requirements (Continued...)
37. Clause 8.0 Management System Requirements (Continued...)
38. Clause 8.0 Management System Requirements (Continued...)
39. Clause 8.0 Management System Requirements (Continued...)
40. Clause 8.0 Management System Requirements (Continued...)
41. Clause 8.0 Management System Requirements (Continued...)
42. Annexes
43. Performance asked by revised ISO/IEC 17025:2017 and comparison of standard

- **Session - 4 :**

In this session, participants will learn about ISO/IEC 17025:2017 documented information. It covers total 14 slides on below topics:

1. Session - 4 : Documents
2. Documentation
3. Flexibility in Documentation
4. Documentation Structure for Laboratory under revised ISO/IEC 17025:2017
5. Quality System Documentation (Continued...)
6. Quality System Documentation (Continued...)
7. Sample Quality Procedures
8. Quality System Documentation (Continued...)

For more information about ISO 17025 :2017 Certified Lead Auditor Training Click Here

9. Procedures required by ISO/IEC 17025
10. Procedures required by ISO/IEC 17025 (Continued...)
11. Documents required by ISO/IEC 17025
12. Documents required by ISO/IEC 17025(Continued...)
13. Records required by ISO/IEC 17025
14. Records required by ISO/IEC 17025 (Continued...)

- **Session - 5 :**

In this session, participants will learn about Risk Management. It covers total 11 slides on below topics:

1. Session - 5 : Risk based approach ISO/IEC 17025:2017
2. Purpose of this presentation
3. What is risk-based thinking?
4. Risk-based thinking is in:
5. Why use risk-based thinking?
6. How do I do it?
7. Risk Management Process
8. Managing & Quantifying Risks
9. Risk Management Worksheets
10. Mitigation Action
11. Conclusions

- **Session - 6 :**

In this session, participants will learn ISO 17025:2017 external Audit process. It covers total 38 slides on below topics:

1. Session - 6 : Audit Process
2. Outline of this session
3. Audit Definition
4. What is an audit?
5. Why Audit?
6. Tips for trained auditors
7. Principles of Auditing

For more information about ISO 17025 :2017 Certified Lead Auditor Training Click Here

8. Types of Audit
9. Management System Audit Techniques
10. Steps involved in audit
11. Implementing the Audit Program
12. Seven Steps of Implementation of Audit Program
13. Step no. 1 - Audit Planning
14. Contents of Audit Plan
15. Sample Audit Plan
16. Step no. 2 - Developing Checklists
17. Step no. 3 - Conducting Opening Meeting
18. Step no. 3 - Conducting Opening Meeting (continued...)
19. Step no. 4 - Conducting the audit
20. Conducting the Audit Activities
21. Interview and Questioning Techniques
22. Collecting Evidences of Compliance
23. Objective Evidences
24. Step no. 5 - Recording Audit Findings
25. Identifying Non-compliances
26. Observations (Opportunities for Improvement)
27. Nonconformity Report
28. Step no. 6 - Conducting the Closing Meeting
29. Checklist for Conducting the Closing Meeting
30. Step no. 7 - Preparing the Audit Report
31. Contents of Audit Report
32. Conducting Audit Follow-up
33. Auditor's Qualities
34. Auditor's Personal Behavior
35. Auditor's Conduct
36. The Audited Persons' Conduct
37. Overview of the Process of Collecting and Verifying Information
38. Reference

- **Session - 7 :**

  In this session, participants will learn about Audit Term & Definitions, Roles & Responsibilities. It covers a total of 20 slides on below topics:

  1. Overview of Session 7
  2. Terms and Definitions
  3. Audit Roles and Responsibilities
  4. Role and Responsibilities of Auditing Organization (Accreditation Body)
  5. Role and Responsibilities of Lead Auditor / Team Leader
  6. Role and Responsibilities of Lead Auditor
  7. Role and Responsibilities of Auditor
  8. Role and Responsibilities of Auditee Organization
  9. Role and Responsibilities of Audited Person
  10. Role and Responsibilities of Guide
  11. Role and Responsibilities of Observer
  12. Audit Communication - Effective Communication with Auditee
  13. Evaluation of the system by Auditor
  14. Essential Characteristics of Auditor
  15. Bad habits to avoid
  16. Interviewing – A Critical Audit Step
  17. Interviewing Technique
  18. Questioning Technique for Interviews
  19. Open Questions – Auditor's Friends
  20. Need for Auditor's Confidentiality

- **Session - 8 :**

  In this session, participants will learn about how to perform an audit based on ISO 17025:2017 in detail. It covers a total of 19 slides on below topics:

  1. Session - 8 : Performing an Audit
  2. Performing audit activities
  3. Overview of Management System Audit
  4. Quality Audit Techniques
  5. Types of Audits

For more information about ISO 17025 :2017 Certified Lead Auditor Training Click Here

6. How do auditors find evidence?
7. What documents should be reviewed as part of document review?
8. Observations
9. Spell out 3 types of approach for Auditing
10. Auditing using process approach
11. Auditing using process approach
12. Why Prepare a "Checklist" before an Audit?
13. Checklist Format
14. Audit Checklists: Should and Should Not
15. Follow Audit Trails
16. Auditing Top Management
17. Always Take Notes
18. Time Management
19. Can assessor provide solutions as well..?....

- **Session - 9 :**

In this session, participants will learn about Nonconformity and Corrective Action in detail. It covers a total of 15 slides on below topics:

1. Session - 9 : Nonconformity and Corrective Action
2. Nonconformity Reporting
3. Objective Evidence
4. Non-conformity Report (NCR)
5. Wording of NCR
6. Categorizing Non-Compliances
7. Observations (Notes of Auditors)
8. Agreement between Auditor and Auditee on NCR
9. Care to be taken while creating an NCR
10. Sample Non-Conformity Report (NCR)
11. Closing Meeting
12. Conducting the Closing Meeting
13. Communicating Audit Findings in Closing Meeting
14. Corrective Action
15. Audit Follow-up Activity

For more information about ISO 17025 :2017 Certified Lead Auditor Training Click Here

PAS301: ISO 17025:2017 Certified Lead Auditor Training

E-learning Course Duration: 16 Hours

Website: www.Punyamacademy.com

Part – 2 Hand-outs:

For each lecture, hand-out is given in PDF format. The participant can download or print any documents to read it later to get detailed knowledge of all the six topics.

Sr. No	Name of Literature	Total Pages
1	Overview of ISO 17025:2017	7
2	Principles of Quality Management System	2
3	Clause-wise Requirements of Quality Management System	10
4	ISO 17025:2017 Documented Information	12
5	Risk Management	12
6	Management System Audit Process	26
7	Terms and Definitions, Roles and Responsibilities	13
8	Performing Actual Audit	13
9	Nonconformity reporting and corrective action	9

Part – 3 Actual Meetings and Audit Videos:

A complete video demonstration of opening-closing meetings as well as Audit meeting is provided under this section. An auditor can watch and learn how to perform an audit in the organization and manage the opening and closing meetings with management employees.

Sr. No	Name of Videos	Duration
1	Session 6: Audit Opening Meeting	7 Minutes
2	Session 8: Performing Actual Audit	10 Minutes
3	Session 9: Conducting Audit Closing Meeting	6 Minutes

For more information about ISO 17025 :2017 Certified Lead Auditor Training Click Here

PAS301: ISO 17025:2017 Certified Lead Auditor Training

E-learning Course Duration: 16 Hours

Website: www.Punyamacademy.com

Part – 4 Exams:

Each session contains session exam, Participants have to pass the exam after completion of each session. After passing all session exams there is one final exam, the participant must have to pass the exam with a minimum of 80% marks. User can reappear and clears each exam to complete the course and get download/print their ISO 17025:2017 lead auditor training certificate.

Part – 5 Audit Checklists:

The Audit checklists with more than 400 quality management system audit questions as below:

1. ISO 17025:2017 requirement wise questions
2. Department wise audit questions

Part – 6 Training Certificate:

After passing the exam the colorful training certificate is generated and the user can download it or print it. Anyone globally can cross verify the training certificate through our LMS platform.

For more information about ISO 17025 :2017 Certified Lead Auditor Training Click Here

PAS301: ISO 17025:2017 Certified Lead Auditor Training

E-learning Course Duration: 16 Hours

Website: www.Punyamacademy.com

Chapter - 2: COURSE OBJECTIVES

Upon Completion of this course, participants will be able to:

- ✓ Familiarize yourself with ISO 17025:2017 Quality Management System (QMS) principles.
- ✓ Understand the Plan-Do-Check-Act Cycle of QMS requirements.
- ✓ Familiarize yourself with the high-level structure and the framework of QMS.
- ✓ Understand the ISO 17025:2017 QMS requirements and sub-clauses.
- ✓ Understand organizational issues and context of the organization.
- ✓ Understand the needs and expectations of interested parties.
- ✓ Know about leadership, planning, and support clauses.
- ✓ Know about the operation and performance evaluation clauses.
- ✓ Understand how improvement can be achieved in the organization.
- ✓ Understand, maintain and retain Documented Information list.
- ✓ Get the knowledge of external auditing and use of audit checklist.
- ✓ Understand the processes involved in ISO 17025:2017 auditing.
- ✓ Know about the types of auditing and questioning techniques.
- ✓ Understand how to prepare and maintain external audit records.
- ✓ Understand the new concepts of risk management and risk evaluation techniques.

Chapter - 3: WHO SHOULD ATTEND THIS COURSE?

This course is developed and brought to you by Punyam Academy; an ISO/IEC 17024 accredited training provider company, which offers various e-learning as well as classroom training courses for working professionals, college students, and other individuals for enhancing their career to new heights. Our e-learning courses help them to succeed in today's competitive environment, to renew licenses, and to update, strengthen and add quality to their existing knowledge and skills. Our courses are also useful for those who want to get a certification or start a new profession.

For more information about ISO 17025 :2017 Certified Lead Auditor Training Click Here

PAS301: ISO 17025:2017 Certified Lead Auditor Training

E-learning Course Duration: 16 Hours

Website: www.Punyamacademy.com

Chapter - 4: USER MANUAL

Compatibility and Requirements for smoothly running our course

1. **Bandwidth:** Internet bandwidth must me 1 MBPS or higher.
2. **Operating System:** Microsoft Windows XP and higher versions, iOS, Android.
3. **Browser:** Best viewable in Mozilla Firefox, Google Chrome. Also supports Internet Explorer.
4. **Screen Resolution:** To view slides properly, you must have a screen resolution of 1024 x 768 or higher.
5. **Cookies:** You must have browser cookies enabled so that we can maintain your current session as you navigate through the application.
6. **JavaScript:** You must have enabled JavaScript so that the application runs smoothly.
7. **Adobe Acrobat Reader:** Some documents in our application are in .pdf format, so you must have installed adobe acrobat reader in your computer to be able to read such documents that you download.
8. **Pop-up Enable:** In your browser setting, check Pop-up blocker off, or enable Pop-up window.
9. **Speaker:** You must have speakers or a headphone attached to your computer so that you can listen to the course lecture while learning.

For more information about ISO 17025 :2017 Certified Lead Auditor Training Click Here

PAS301: ISO 17025:2017 Certified Lead Auditor Training

E-learning Course Duration: 16 Hours

Website: www.Punyamacademy.com

Chapter - 5: ABOUT COMPANY

Punyam Academy is an ISO/IEC 17024 certified training provider company, which offers various **ISO Training Courses** and conducts webinars for online certification as well as classroom training. We are a leading name in E-learning, training and certification on ISO standards and all other types of management system standards. Punyam Academy specializes in a complete range of courses on awareness, auditor and lead auditor courses on ISO 9001, ISO 14001, ISO 45001, ISO 22000, ISO 27001, OHSAS 18001, ISO/IEC 17025, ISO/IEC 17020, ISO/IEC 17021, FSSC 22000, ISO 27001, ISO 50001, ISO 13485, ISO 20000, ISO/IEC 17024, ISO 17034, Sedex, ISO 22301, NABH, Certified Calibration Engineer and other management system training courses. We provide E-learning courses on all of these topics through effective, enjoyable and time-saving online training sessions and webinars. We have conducted more than 300 public training programs as well as online corporate training sessions in more than 45 countries.

To review how our LMS works, Click Here

Visit Our Website for more E-learning Courses and PPT Packages:

https://www.punyamacademy.com/eshop

For more information about ISO 17025 :2017 Certified Lead Auditor Training Click Here