

# ISO/IEC 17025 Training

- Internal Auditor Training
- Measurement Uncertainty Overview
- Independent Contractor Training

ISO/IEC 17025 Internal Auditor training. The (2) day agenda includes a (1/2) Day Measurement Uncertainty Overview. This class will be held in Bloomington, MN (Near Minneapolis / St Paul) for those laboratories in need of training for technicians, engineers, and management. Anyone working within the ISO/IEC 17025 Standard benefits from this training.

**\*Register Today!**

Class Size limited to 20 participants\*

## Register Today!

Fort Wayne Sales and  
Operations Office  
11627 Coldwater Rd., Ste. 101  
Fort Wayne, IN 46845  
Tel (260) 637 2705  
Fax (260) 637 2791  
email: sales@l-a-b.com



**LABORATORY  
ACCREDITATION  
BUREAU**

## ISO/IEC 17025 Internal Auditor Training

**March 17 & 18, 2010**

**Price \$795\***

\*includes materials, continental breakfast and lunch provided by L-A-B. Fee does not include hotel accommodations or transportation

Hotel provides  
free shuttle to  
and from  
airport for  
overnight guests



**L-A-B is offering Public Training  
Classes for Laboratories and Contractors**

**Course Name:**

**ISO/IEC 17025 Internal Auditor Training**

Course Description:

- All Levels within the laboratory welcome
- Auditing all elements of ISO/IEC 17025
- Assessment techniques used by assessors to assess technical competence
- Understanding Accreditation Body requirements
- Improving the laboratory with the standard
- Measurement Uncertainty Overview

### Hotel Information

**Embassy Suites Minneapolis Airport**  
7901 34th Avenue South  
Bloomington, MN 55425

Main Hotel Number and Shuttle Service  
Phone 952.854.1000

**(Overnight Registrations call Ray Remler @  
952-960-5116 and Mention L-A-B  
for \$109/night room rate)**

**\*\*Early Bird Discount - Save \$50 if registered and paid in full prior to February 26, 2010**

# L-A-B Training Registration Form



**LABORATORY  
ACCREDITATION  
BUREAU**

Please complete this form and mail with check to: Laboratory Accreditation Bureau, Attn. L-A-B Training

11627 Coldwater Rd., Suite 101, Fort Wayne, IN 46845

ATTENDEE INFORMATION (one form per attendee; please copy form for multiple attendees)

Mr.( ) Mrs.( ) Ms.( ) Dr.( ) Name on Certificate \_\_\_\_\_

Name on Name Badge \_\_\_\_\_

Title \_\_\_\_\_ Company \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ e-mail \_\_\_\_\_

( )	Course Title	# of Days	Registration Fees	Dates for Course	Course Location
	<b>ISO/IEC 17025 Training (NEW)*</b>		\$795		Bloomington, MN
	➤ Internal Auditor Training		(early bird	March 17 & 18,	(St. Paul /
( )	➤ Measurement Uncertainty Overview	2	discount \$745**)	2010	Minneapolis )
( )	<b>Hotel Information</b> <b>Embassy Suites Minneapolis Airport</b> 7901 34th Avenue South Bloomington, MN 55425 Main Hotel Number and Shuttle Service Phone 952.854.1000 (Overnight Registrations call Ray Remler @ 952-960-5116 and Mention L-A-B for \$109/night room rate)				
					Hotel provides free shuttle to and from Airport for overnight guests

\*class size is limited to 20 participants— register today

\*\*early bird discount applies to registrations paid and received (checks paid in full) by L-A-B on or before February 26, 2010.

## Payment Information:

( ) Check or Money Order Enclosed

( ) Purchase Order # (L-A-B Accredited Labs Only) \_\_\_\_\_

Accounts Payable Fax # \_\_\_\_\_

## Mail Registration Form to:

**Kelli Jennisch, L-A-B Training Coordinator**

Fort Wayne Sales and Operations Office

11627 Coldwater Rd., Ste. 101

Fort Wayne, IN 46845

Tel (260) 637 2705

Fax (260) 637 2791

email: sales@l-a-b.com

Cancellation Policy: All cancellations received in writing to L-A-B Training Coordinator 30 days prior to the start of the Public Training Class will be honored and receive a full refund. After 30 days prior to the start of the training class no refunds will be given, but registrants are able to send a replacement attendee at no additional charge. The replacement will need to complete a registration form and turn into L-A-B prior to the start of the course. L-A-B shall not be liable nor responsible for any failure to perform its obligations under this contract as a result of strikes, riots, curtailment of transportation, acts of God, or any other cause beyond its control.

# ISO/IEC 17025 Training Agenda

- Internal Auditor Training
- Measurement Uncertainty Overview
- Independent Contractor Training

**Tentative Training Agenda**  
**Daily 8am—5pm**

## Day One

**Welcome and Introductions**

**What is the Scope of the Standard**

**What is the Purpose of the Standard**

### **Section 4 Management Requirements**

- 4.1 Organization
- 4.2 Management system
- 4.3 Document Control
- 4.4 Review of requests, tenders and contracts
- 4.5 Subcontracting of tests and calibrations
- 4.6 Purchasing services and supplies
- 4.7 Service to the customer
- 4.8 Complaints
- 4.9 Control of nonconforming testing and/or calibration work
- 4.10 Improvement
- 4.11 Corrective action
- 4.12 Preventive action
- 4.13 Control of records
- 4.14 Internal Audits
- 4.15 Management reviews

## Day Two

### **Section 5 Technical Requirements**

- 5.1 General
- 5.2 Personnel
- 5.3 Accommodation and environmental conditions
- 5.4 Test and calibration methods and method validation
- 5.5 Equipment
- 5.6 Measurement traceability
- 5.7 Sampling
- 5.8 Handling of test and calibration items
- 5.9 Assuring the quality of test and calibration results
- 5.10 Reporting the results

### **Measurement Uncertainty Overview**

Traceability and Uncertainty of Standards  
Environmental Conditions

### **General Notes—Included in Course Tuition**

Continental Style Breakfast and Coffee included - available at 7:45 AM

Working Lunch Provided

Afternoon Break w/ Beverages



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