

# ISO/IEC 17025 Training

## Internal Auditor and Independent Contractor Training with

### Uncertainty of Measurement Workshop

or

### Comparison of AASHTO R18 to ISO/IEC 17025 Workshop

- The National Cooperation for Laboratory Accreditation (NACLA) in conjunction with Laboratory Accreditation Bureau (L-A-B) is offering a public training course on ISO/IEC 17025 Accreditation. The course includes separate breakout sessions for those interested in an overview of uncertainty of measurement or Construction Materials Testing.

- The class is for those testing and calibration laboratories in need of training for their technicians, engineers, and management.

- The workshop for uncertainty of measurement will be in the form of a workshop allowing participants the ability to put into practice the instruction being presented.

- The workshop for Construction Materials Testing will be covering the comparison between ISO/IEC 17025 and AASHTO R-18 to the sector specifics of NIST 7012.

**NACLA offering Public Training  
Classes for Laboratories and Contractors**

#### Course Name: ISO/IEC 17025 Training

#### Course Description:

- 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 standards
- Measurement Uncertainty Overview Workshop
- Comparison between AASHTO R18 and ISO/IEC 17025 Workshop

**Please complete the  
attached Registration  
Form today to  
confirm attendance**

Send Registration Form to:

NACLA Treasurer

103 Commerce St., Suite 160  
Lake Mary, FL 32746  
Phone: 407-333-3327  
Fax: 407-333-3309  
treasurer@nacla.net

## ISO/IEC 17025 Training Dec. 1 & 2, 2009

Indian Rocks Beach, FL

\$700 for NACLA or ACIL Members

\$795 for nonmember

(Early Bird Special Available)

\*includes training materials, continental breakfast and lunch provided by NACLA. Fee does not include hotel accommodations, transportation or the applicable standards for which the training is covering.

Participants will need to bring a copy of ISO/IEC 17025:2005 and if participating in the Construction Materials Testing Workshop, a copy of AASHTO R-18 and NIST 7012 will be needed.

## Hotel and Venue Information

Holiday Inn Habourside  
401 Second Street  
Indian Rocks Beach, FL 33785  
1-800-762-0865

## Sponsored By:



# NACLA Training Registration Form



Please complete this form and mail with check to:

NACLA Treasurer, 103 Commerce St., Suite 160, Lake Mary, FL 32746

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</b>		\$795 for nonmembers		
	➤ Internal Auditor Training	2	(early bird discount \$745***)	December 1 - 2, 2009	Indian Rocks Beach, FL
( )	➤ * Uncertainty of Measurement Workshop				
( )	➤ * Construction Materials Testing Workshop				
	<b>ISO/IEC 17025 Training</b>		\$700 for members of NACLA or ACIL		
( )	➤ Internal Auditor Training	2	(early bird discount \$650***)	December 1 - 2, 2009	Indian Rocks Beach, FL
( )	➤ * Uncertainty of Measurement Workshop				
* Please indicate with an X which workshop you would like to attend. Both workshops will be held at the same time.					
** class size is limited so register today					
*** early bird discount applies to registrations paid and received (checks paid in full) by NACLA a minimum of 30 days prior to course					

## Payment Information:

( ) Check or Money Order Enclosed

( ) Purchase Order # (NACLA Members Only) \_\_\_\_\_

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

Charge My: ( ) Visa or ( ) MasterCard Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Billing Address: \_\_\_\_\_

Signature of Cardholder \_\_\_\_\_

**Send Registration Form and Payment to:**  
NACLA Treasurer

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Lake Mary, FL 32746  
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Fax: 407-333-3309

Cancellation Policy: All cancellations received in writing to NACLA

Secretariat 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 NACLA prior to the start of the course. NACLA 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 and Independent Contractor Training with

**Uncertainty of  
Measurement Workshop**

or

**Comparison of AASHTO  
R18 to ISO/IEC 17025  
Workshop**

NACLA offering Public Training  
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 Workshop**

Traceability and Uncertainty of Standards  
Environmental Conditions

#### **Construction Materials Testing Workshop**

Comparison AASHTO R-18 and ISO/IEC 17025 to  
NIST 7012

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

Continental Style Breakfast and Coffee included - available at 7:45 AM  
Working Lunch Provided  
Afternoon Break w/ Beverages

#### **Sponsored By:**

