

RABQSA Certified Lead Auditor with focus on ISO/IEC 17025:2005

Agenda

Day One

- 8:00 a.m. Welcome and Introductions
Course Objectives and Outcomes
RABQSA Certification Program
Icebreaker Exercise
Module 1: Quality and Its Assurance
Workshop – Features of a Competent Lab
Module 2: Audit Overview
Module 3: Quality Management Standards
ISO 9001:2000 and ISO 9001:2008 Amendments
Module 4: Quality Management Standards
ISO/IEC 17025:2005
Workshop - Pre-course Questionnaire
- 12:00 p.m. Lunch
- 12:45 p.m. Quality Management Systems (cont'd)
Workshop - Audit Situations
Assign Evening Work
- 6:00 p.m. Close for the day

Evening Work: Read Appendix, Chapter 6-Audit Planning and Chapter 7-Checklists.

Note: 5 minute breaks every 1 - 1 ½ hours.

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Day Two

- 8:00 a.m. **Module 5: Documented Systems**
Workshop - Quality System Review
- Module 6: Audit Planning**
Workshop - Audit Planning
- Module 7: Checklists**
Workshop - Preparing Checklists
- 12:00 p.m. Lunch
- 12:45 p.m. **Module 8: Opening Meetings**
Workshop - Auditing Scenarios
Assign Evening Work
- 6:00 p.m. Close for the day

Evening Work: Read Appendix, Chapter 10-Nonconformity Writing.

Note: 5 minute breaks every 1 - 1 ½ hours.

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Day Three

8:00 a.m. **Module 9: Auditing Techniques**

Case Study 1

Case Study 1 - (feedback)

Auditing Techniques (cont'd)

Workshop - Auditing Techniques

12:15 p.m. Lunch

1:00 p.m. **Module 10: Nonconformity Writing**

Workshop - Writing Nonconformities

Introduction to Case Study 2

Assign Evening Work

6:00 p.m. Close for the day

Evening Work: Read Appendix, Chapter 11-Closing Meetings, Chapter 12-Reporting and Chapter 13-Follow-up and Corrective Action.

Note: 5 minute breaks every 1 - 1 ½ hours.

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Day Four

8:00 a.m. Case Study 2 (feedback)

Module 11: Closing Meetings

Module 12: Reporting Audit Results

Workshop - Closing Meeting

12:15 p.m. Lunch

1:00 p.m. Workshop - Closing Meeting (feedback)

Module 13: Follow-Up and Corrective Action

Workshop - Corrective Action

Workshop - Summary Report

Assign Evening Work

6:00 p.m. Close for the day

Evening Work: Complete Summary Report for hand-in on Day 5. Approximately 1 1/2 hours.

Note: 5 minute breaks every 1 - 1 ½ hours.

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Day Five

8:00 a.m. Review of previous day and questions

Module 14: First, Second, and Third Party Audits

9:30 a.m. Administration and Examination Introduction

Examination

Course Review

12:00 p.m. Close

Note: 5 minute breaks every 1 - 1 ½ hours.