



WORKSHOP

Internal Auditing for Laboratories

Monday April 30th and Tuesday May 1st ; 8h30AM to 5h00PM

Presenter: Helena Louie, Standards Council of Canada (SCC)

This workshop will provide the knowledge needed to manage and conduct an effective internal audit (first party) of a laboratory and an understanding of the various steps of an internal audit. The course is based on the content of ISO 19011 *Guidelines for auditing management systems*. It is intended specifically for personnel in organizations that have implemented or are implementing systems conforming to ISO/IEC 17025:2017 *General requirements for the competence of testing and calibration laboratories*, and the associated guidance to, and interpretations of, ISO/IEC 17025 issued by the International Laboratory Accreditation Cooperation.

Through a combination of presentations and exercises, the course will provide an overview of auditing principles, auditing techniques and the skills required to conduct effective internal audits. The course will look at each stage of the auditing process, including how to: plan and prepare, define objectives, determine roles and responsibilities, conduct and report on audit results. Given that this course is intended for a first party audit, developing responses, conducting root-cause analysis of non-conformities, and follow-up on corrective actions will also be addressed.

The specific topics covered include:

- Principles of system auditing
- Auditing techniques
- Appropriate knowledge and skills required of the auditor
- General principles of ISO/IEC 17025:2017
- Performing an audit – General
- Objectives of internal audits
- Preparing audit activities
- Initiating the audit
- Conducting the audit activities
- Determining findings
- Writing findings and reports
- Audit report content
- Closing meeting
- Conducting audit follow-up
- Root cause analysis

Who Should Attend?

- All laboratory personnel who directly participate in the internal audit of the laboratory
- All laboratory personnel who participate in the design and implementation of the quality system of the laboratory
- Laboratory quality managers who are responsible for designing and implementing the internal audit program of the laboratory
- Supervisors/managers of laboratories that hold or are seeking accreditation

Workshop Cost

\$ 950

Refreshments and lunch are included.

Payment and Cancellation

The maximum number of participants is 25 persons. Registrations will be accepted on a first come, first served basis.

Cancellation requests must be submitted in writing to the CSFS: CSFS@bellnet.ca

Cancellation is possible but certain conditions apply:

- If participants cancel their registration 15 working days or more before the workshop begins, the registration fees will be entirely refundable.
- If participants cancel their registration one to 14 working days before the workshop begins, only 50% of the registration fees will be refunded.
- Once the workshop starts, full registration fees will be charged and no refund will be granted.
- If SCC cancels the workshop, the registration fees will be entirely refundable.

Participants who are unable to attend a workshop may send a substitute, but they must notify the CSFS of this change via email: CSFS@bellnet.ca.

SCC reserves the right to:

- cancel the workshop due to lack of participants or unforeseen circumstances; and
- replace its trainer due to unforeseen circumstances.