

Training for Auditors

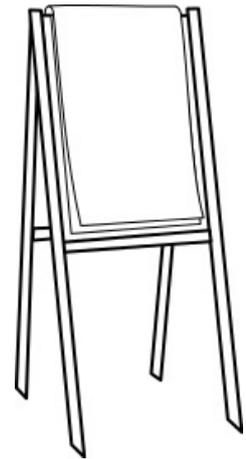
A requirement of that ISO/IEC 17025 and related standards is that organisations carry out periodic internal audits, using trained and qualified personnel, to demonstrate that their operations continue to comply with their own management systems and the accreditation standard

Savant Technologies provides one and two-day workshops for internal auditors that explain the requirements of the standards, together with the processes and techniques of auditing. Where relevant, requirements of sector-specific or additional regulations are included also, e.g. for asbestos inspection bodies, environmental laboratories accredited to MCerts.

Tuition is given on how to plan the audit program and how to prepare for an audit. Using the ISO standards as a template, consideration is given to what issues to look for under each topic. Guidance is given on the records to use such as checklists, non-conformance reports and summaries. An organisation's own recording systems can be incorporated into the workshop if required.

Both one and two-day workshops include practical auditing exercises. Ideally these will be carried out in the delegates' own organisation, allowing them to develop their auditing skills in a familiar context. The outcomes of those audits are used to illustrate the techniques of recording evidence of conformance, properly documenting non-conformances, identifying root causes and assigning appropriate corrective actions.

Delegates are provided with a copy of all presentations and workshop materials.



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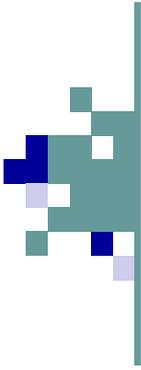
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Training for Auditors

One Day Workshop—Outline

Introduction to ISO 17025 and Auditing Requirements
The Audit Process (including root-cause analysis & corrective actions)
Classroom Exercise—Document Review
Aspects to be Audited—Management Requirements
Aspects to be Audited—Technical Requirements
Audit Exercise

Two Day Workshop—Outline

Day One

Introduction to ISO 17025 and Auditing Requirements
Classroom Exercise—Document Review
The Audit Process
Aspects to be Audited—Management Requirements
Audit Exercise—Management Requirements

Day Two

Root Cause Analysis
Classroom Exercise—Root Cause Analysis
Aspects to be Audited—Technical Requirements
Audit Exercise —Technical Requirements

For both workshops, an organisation's own audit paperwork can be incorporated into the presentations and the audit exercises. When practicable, the audit exercises will be carried out on the trainees own management system and laboratory.

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