

COURSE OBJECTIVES

By the end of the course you will be able to

- understand the purpose of internal auditing in the context of a laboratory complying with ISO/IEC 17025
- plan an internal audit programme
- design and use an audit proforma effectively
- carry out an audit of system elements and a witnessed activity with an opportunity to report back findings

Laboratory Internal Audit Course Programme

Day 1

- 09:15 Welcome & Introductions (course briefing)
Risks and Opportunities for Improvements
Internal audits
Exercise: Internal Audit Programme Planning
Audit principles & records
Exercise: Development of an audit proforma/checklist for use during a witnessed activity
Non-conforming work, Corrective actions
Exercise: Cause Analysis
Complaints
Human Aspects of Auditing
- 17:00 End of Day 1

Day 2

- 09:00 Exercises: Witnessing test (role play) and corrective action & Improvements (concurrent)
Reporting Back on the Audit
Exercise: Reporting Back to Auditee (role play)
Exercise: Reporting Back to Management (role play)
Management Review
Exercise: Reporting Back for Management Review (role play)
Course wrap-up
- 1630 Close of course