

ISO 17025 – Competence of Testing and Calibration Laboratories

		09:00 - 13:00	Trainer
Monday	#1	<ul style="list-style-type: none"> • Context of the Organisation <ul style="list-style-type: none"> ○ External and Internal Issues ○ Scope of Certification • Policy / Statement of the Standard of Service • Interested parties <ul style="list-style-type: none"> ○ Expectations, Communication • Legal Requirements 	Clive Ebejer
	#2	<ul style="list-style-type: none"> • Laboratory Operations <ul style="list-style-type: none"> ○ Review of requests, tenders and contracts ○ Subcontracting of tests and calibrations ○ Purchasing services and supplies 	
Tuesday	#3	<ul style="list-style-type: none"> • Good Laboratory Practices 	Clive Ebejer
	#4	<ul style="list-style-type: none"> • Human Resources (Personnel) <ul style="list-style-type: none"> ○ Education, Skills, Training, Certification / Qualification ○ Job Description and Responsibilities 	
Wednesday	#5	<ul style="list-style-type: none"> • Lab Accommodation <ul style="list-style-type: none"> ○ Environmental Conditions ○ PPE ○ Asset Management ○ Good Housekeeping Practices • Equipment <ul style="list-style-type: none"> ○ Identification, Calibration, Testing ○ Handling, Storage and Transportation ○ Reference standards and reference materials 	Clive Ebejer
	#6	<ul style="list-style-type: none"> • Test and calibration methods and Validation of Methods <ul style="list-style-type: none"> ○ Sampling 	
Thursday	#7	<ul style="list-style-type: none"> • Handling of test and calibration items • Reporting of Results (Technical Records) <ul style="list-style-type: none"> ○ test reports ○ calibration certificates 	Clive Ebejer
	#8	<ul style="list-style-type: none"> • Documented Information <ul style="list-style-type: none"> ○ Technical Records ○ Labels and Logbooks ○ Good Documentation Practices ○ Document changes, approval and issue ○ SOPs (related to laboratory operations) 	
Friday	#9	<ul style="list-style-type: none"> • Complaints • Nonconforming results (testing and/or calibration work) • Corrective Actions and Improvement • Internal Auditing • Management Review 	Clive Ebejer
	#10	<ul style="list-style-type: none"> • Discussions 	

		• Awards of Certificates	
--	--	--------------------------	--

All training sessions held at Hilltop Gardens, Triq l-Inkwina, Naxxar (tel: +356 21224900).

Contacts:	Angele Giuliano	+356 99447060
	Kerry Freeman	+356 99496648
	Maryrose Francica	+356 79861168
	Annalise Duca	+356 79255332