
Introduction

This ISO/IEC 17025:2017 Lead Assessor course is designed to further develop participants' understanding of ISO/IEC 17025. It covers analysis of the standard clauses, effective and useful assessment techniques including planning for assessment, questioning skills, transactional analysis, report writing, etc. Besides, the course will prepare participants to meet technical demands of the assessment while providing practical exercises to aid comprehension. This course is invaluable for new assessors and as a refresher for long-time assessors of ISO/IEC 17025.

The certification examination is conducted on the last day. This is an ISO accredited course from Malaysia Register of Certificated Auditors (MRCA). MRCA is the Governing Body for the National Registration Scheme for assessor or Auditors of Quality System and Training Course Providers.

Objectives

Upon completion of the course, participants would have gained the knowledge and understanding of:

1. The intent of all elements in the ISO/IEC 17025
2. The requirements of the Standard for Accreditation
3. Accreditation and signatory criteria and rules
4. Assessment team responsibilities and attributes
5. The Skills & Art of conducting an effective assessment for laboratory.

Who Should Attend

Lead Assessors/Auditors, Auditors, Consultants, Management Representatives, Laboratory Managers and Internal Auditors of Laboratories. Participants should be familiar with the ISO/IEC 17025 requirements

Course Contents

This 5-day course is specially structured to cover the following:

- Quality concepts for the laboratory
- Risk Based thinking
- Process approach
- Impartiality and confidentiality
- Understanding the ISO/IEC 17025:2017 Standard
- Management of Laboratories staff
- Understanding the conformity assessment structure
- Test Methods and their Validation
- Quality Control and Proficiency Testing
- Health & Safety – HASE – Hazard identification and Evaluation
- Learning effective auditing techniques
- Protocol for Open Meeting and Exit Meeting
- Interviewing and questioning techniques
- Assessment Reporting
- Handling of non-conformance – Identification and classification
- Corrective Action monitoring
- Risk Assessment
- Accreditation and follow-up assessment
- Use and abuse of accreditation status
- VAK skills, transactional analysis and body language
- Practical role play of planning, running and reporting assessment

The presentation includes extensive workshops, case studies, simulation assessment and roles play activities to illustrate the key points and also to reinforce the practical application of the laboratory assessment.

Course Presenter

STEPHEN WONG – is a Certified Trainer by the Human Resource Department (HRD) of the Ministry of Human Resource, Malaysia. He is an excellent Quality Consultant, trainer and qualified Lead Assessor for both ISO 9000 and ISO/IEC 17025. He is also an effective management trainer. He holds a MBA degree (University of Wales, UK), Chemistry degree (University Malaya), Diploma in Marketing (CIM, UK) and Certified Diploma in Accounting & Finance (ACCA, UK). He has 35 years of management & training experience, including 25 years in quality training and consultancy.

He was the Hon. Secretary (16 years) for the Institute of Quality Malaysia, an approved Quality Trainer for SIRIM since 1989 and a Quality and Management Consultant to some companies in Malaysia. He is a Council Member (since 1989) of the Malaysian Institute of Management and is also a well recognized trainer for MIM. He is also the Gen. Secretary of Malaysia Register of Certificated Auditors (MRCA) since its inception in 1998.

He was a member (1991-2002) of the Malaysian National Accreditation Council of the Department of Standards Malaysia and still sits on three other national committees on Quality and Environmental in relation to ISO. Mr. Stephen Wong has been a key member of the TC 176 and TC 207 national committees responsible to CASCO for the development of the ISO 9001, ISO/IEC 17025 and ISO 14001 standards and other conformity assessment standards. He is also a member of the IATCA (now IPC) representing MRCA in the development of the ISO 19011 Auditing Standard for the ISO 9000 and the ISO 14000.

Registration Form

Please register the following for the course on
"ISO/IEC 17025:2017 Lead Assessor"

Name: _____

Designation: _____

Name: _____

Designation: _____

(Please attached extra list if more than two participants)

Name & Address of Company:

Contact Person: _____

Designation: _____

Tel: No: _____ Fax: _____

E-mail: _____

Signature: _____

Date: _____

Method of Payment:

Please made cheque payable to **WKS HOLDINGS SDN BHD** or transfer the payment to our **Public Bank account no: 3078894831** and send us a copy of the transfer slip.

WKS reserves the right to cancel or postpone the course in the event of unforeseen circumstances.

Registration Guidelines & Procedures

1. Early registration is encouraged. Participants shall be registered on a first-come-first-served basis.
2. Register by completing attached form and return by fax or e-mail.
3. Payment by crossed cheque / postal order made payable to WKS HOLDINGS SDN BHD together with registration form, to be received 4 days before the course commences.
4. Notification of cancellation must be in writing received at least 4 working days prior to commencement of course (20% of course fee will be retained). Otherwise, full fee will still be charged.
5. The fees only covers course fees, materials, refreshments and lunch. Travels and accommodations are **not** included.
6. Closing date is 4 days before commencement of the course.

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ISO/IEC 17025:2017

Lead Assessor



Administrative Details

Date: 6 – 10 April 2020

Time: 0900 – 1730

Venue: Plaza Mayang, Petaling Jaya

Fees: RM 3,500 per participant

HRDF Claimable



Accredited Course

Organized & Management by

WKS HOLDINGS SDN BHD



Reg. No. : Q109988-1