

## ISO/IEC 17025:2017 Internal Auditor Virtual Training Course



### Presented by: Jason Leighton

Jason has successfully prepared over 200 organizations in achieving certification to ISO 9000 and ISO/IEC 17025. He holds lead auditor status and has conducted third party certification audits. Jason has a BS degree from Loyola University. He has been with PJC for 18 years.

This course trains personnel in the skills and activities necessary to meet the requirements of ISO/IEC 17025 quality system standards. It is intended for all types of Laboratories, including Cannabis and Calibration.

### Topics Include:

- \* Overview of ISO/IEC 17025:2017
- \* How Companies Manage Internal Audits
  - Procedural Strategies
  - Methods for Scheduling
  - Planning
- \* Objective of Auditing
  - Audit Scope/Audit Criteria
- \* The Importance of Different Auditing Methods and Techniques
- \* The Process of Completing an Audit as Outlined in ISO 19011:2011
  - Planning – Preparing an Audit plan
  - Preparing Working Documents – What is a Working Document? What Purpose Does it serve? How to Develop Audit Questions? etc.
  - Audit Evidence – What Constitutes Evidence? What are the Other Methods (besides interview) for Gathering Evidence? What Constitutes Usable Evidence?
  - Generating Findings and Preparing Conclusions – What are Some Conclusions That Can Be Drawn? What are the Major Types of Findings? What is the Right Way to Issue a Finding? etc.
  - Audit Reporting – How to Prepare a Report? What Details are Relevant? etc.
- \* Practice Sessions Intended to Test Auditor Skills (each session will include tutor introductions and reinforcements of prior knowledge points)
  - Documented Information Review (this session will include review of a procedure, to identify points of concern and develop audit trails)
  - Case Studies
  - Preparation of Audit Nonconformance Using the Three-Part Method
  - Assessment of Corrective Actions Provided by Auditees

**Seating is limited Register today!**