



**Laboratory Quality Management Training
on
Internal Audit
(Based on ISO/IEC 17025:2005)**

5 – 6 October 2010

Organized by

**Hong Kong Association for
Testing, Inspection and Certification Ltd.**

Website: www.hktic.org
Email: tic@cma.org.hk
Tel.: 2542 8664
Fax: 2541 8154

This course provides comprehensive training to participants who conduct internal audits according to ISO/IEC 17025 requirements.

Objective

This course focuses on **planning and auditing skills** of testing laboratory based on ISO/IEC 17025, with refreshment on the requirements of ISO/IEC 17025 and elaboration on relevant technical issues required for monitoring performance of work as well as essential follow-up tools. This course is designed for participants who are internal auditors of laboratory accredited or seeking accreditation under the ISO/IEC 17025 framework.

Outline

1. Background
 - Objective
 - Review of ISO/IEC 17025:2005
 - Performance monitoring and data analysis techniques
2. Preparation
 - Scope and standards
 - Audit schedule
 - Document review
 - Exercise
3. Auditing
 - Opening and closing meetings
 - Questioning techniques
 - Witnessing demonstration
4. Follow-up
 - Report preparation
 - Review and closing
 - Root cause analysis
 - Formulation and implementation of action plans

Date and Time

5 – 6 October 2010, 9:30am to 12:30pm

(Application deadline: 1 October 2010)

Venue

Gabuji Laboratory Technical Services Ltd.,
Room 1503-05, Westin Centre,
26 Hung To Road, Kwun Tong, Kowloon.

Instructors

Mr. Andy WONG Wing Hong

No. of Participants

Max 15 persons.

Registration

1. Complete the registration form
2. Prepare a crossed cheque payable to "Hong Kong Association for Testing, Inspection and Certification Ltd." for the fee
3. Send the completed registration form and signed cheque to the following address:

Hong Kong Association for Testing,
Inspection and Certification Ltd.
1/F., C.M.A. Building,
64 – 66 Connaught Road,
Central, Hong Kong.

Fee

HK\$ 2,700 for HKTIC members
HK\$ 2,900 for non-HKTIC members

This fee covers course notes, handouts, and daily complimentary lunches. Refreshments will be available during the course (Fees will be refunded for course cancellation).

Assessment

There will be an assessment in the form of a written test at the end of the course. Those that pass the test will receive a 'Certificate of Achievement' from HKTIC. Others will receive a 'Certificate of Completion'.

HKTIC Organized

Internal Audit (Based on ISO/IEC 17025:2005)

Registration Form

Participants: Suitable for operations manager, professional and technical staff, quality manager, internal auditor, (HOKLAS) authorized representative and approved signatory

Course Content: Please refer to the detail course outline

Date and Time: 5 – 6/10/2010, 9:30am – 12:30pm

Venue: Gabuji Laboratory Technical Services Ltd., Room 1503-05, Westin Centre, 26 Hung To Road, Kwun Tong, Kowloon.

No. of Participants: 15 persons

Participant: Dr./Ir./Mr./Mrs./Ms./Miss _____
(Name to be shown on the certificate) (Full name in block letters, surname first)

Title: _____

Organization: _____

Membership: HKTIC member Non-member (Please tick as appropriate)

Address: _____

Contact No.: _____
Telephone Fax e-mail

Email: _____

Sum (HK\$): _____

Payment: _____
Cheque No. Amount Bank

Receipt Recipient: Not Required Organization Participant (Please tick one)

Please send a signed crossed cheque payable to "Hong Kong Association for Testing, Inspection and Certification Ltd." for the fee and the completed registration form(s) on or before 1 October 2010 to the following address:

Hong Kong Association for Testing, Inspection and Certification Ltd.
1/F., C.M.A. Building,
64 – 66 Connaught Road,
Central, Hong Kong.
Tel.: 2542 8664 (Ms. Amy LAI)
Fax.: 2541 8154