



# Employee Training

# ISO 17025:2017

## Student Guide

# ISO/IEC 17025:2017 OVERVIEW

Technical ISO standard for the  
competence of testing and  
calibration laboratories

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## TOPICS COVERED

### 1. Fundamentals

- Who is ISO?
- What is CA std?
- Registration vs accreditation
- What is a Management System?
- Plan Do Check Act
- Process approach
- Risk Based Thinking
- Scope of accreditation
- Technical elements

### 2. Basics of a Lab-MS and ISO 17025

- What is a Lab-MS ?
- What is ISO/IEC 17025?
- Benefits of accreditation
- Elements of ISO/IEC 17025:2017

### 3. Establishing your Lab-MS

- Key Elements
- Documenting your Lab-MS
- Implementing the MS in your Organization
- Training People
- Auditing the MS
- Accreditation

### 4. Managing the ISO 17025 Lab-MS

- Key elements of an ISO/IEC 17025 Lab-MS
- ISO/IEC 17025 accreditation

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## SECTION 1 - FUNDAMENTALS

- + Who is ISO?
- + What are CA standards?
- + Registration vs accreditation
- + What is a Management System?
- + Plan Do Check Act
- + Process approach
- + Risk Based Thinking
- + Scope of accreditation
- + Technical elements

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Name \_\_\_\_\_

Section 4:

1. The ISO/IEC 17025 full element regarding risks and opportunities is found in clause 8 of the new standard.  
a. False b. True
2. Communication channels and content cannot be taken for granted in a quality organization. Requirements are found in the standard not only for what to communicate, but also for to whom, when and how.  
a. False b. True
3. An accredited ISO/IEC 17025 laboratory is required by the standard to issue feedback surveys to all their customers.  
a. False b. True
4. Understanding measurement uncertainty is one of the key challenges to an accredited ISO/IEC 17025 lab.  
a. False b. True



# Employee Training

# ISO 17025:2017

## Trainer's Guide

# ISO/IEC 17025:2017 OVERVIEW

**Technical ISO standard for the  
competence of testing and  
calibration laboratories**

Every employee in your laboratory has an important role to play in your Laboratory Management System (Lab-MS). Your organization may include thousands of employees, but the entity getting accredited would be limited to the laboratory technical and support staff for their proposed scope tests or calibrations.

You are participating in this training to learn the basics of a Lab-MS and what it means to be ISO/IEC 17025 accredited and how it will affect your job.

TOPICS COVERED			
<b>1. Fundamentals</b>	<b>2. Basics of a Lab-MS and ISO 17025</b>	<b>3. Establishing your Lab-MS</b>	<b>4. Managing the ISO 17025 Lab-MS</b>
<ul style="list-style-type: none"> <li>• Who is ISO?</li> <li>• What is CA std?</li> <li>• Registration vs accreditation</li> <li>• What is a Management System?</li> <li>• Plan Do Check Act</li> <li>• Process approach</li> <li>• Risk Based Thinking</li> <li>• Scope of accreditation</li> <li>• Technical elements</li> </ul>	<ul style="list-style-type: none"> <li>• What is a Lab-MS ?</li> <li>• What is ISO/IEC 17025?</li> <li>• Benefits of accreditation</li> <li>• Elements of ISO/IEC 17025:2017</li> </ul>	<ul style="list-style-type: none"> <li>• Key Elements</li> <li>• Documenting your Lab-MS</li> <li>• Implementing the MS in your Organization</li> <li>• Training People</li> <li>• Auditing the MS</li> <li>• Accreditation</li> </ul>	<ul style="list-style-type: none"> <li>• Key elements of an ISO/IEC 17025 Lab-MS</li> <li>• ISO/IEC 17025 accreditation</li> </ul>
<a href="http://The17025store.com">The17025store.com</a>			2

Today we will cover the following topics so that you will better understand your company's Management System.

I will begin by providing some basic information regarding management systems and ISO standards.

I will then explain:

What is a Lab-MS (Management System) and What is ISO ?

What is a conformity assessment (CA) standard?

What is the international ILAC organization in the global technical community?

Why it is important to your company to achieve ISO/IEC 17025 accreditation?

What is a scope of accreditation?

What key technical elements are involved?

What are the benefits of achieving accreditation?

What are the elements necessary to establish and manage an ISO/IEC 17025 Lab-MS, and How can you support your organization's MS?

For the rest of the training, we will use the term Lab-MS which means the Lab's Management System.

# *Certificate of Completion*

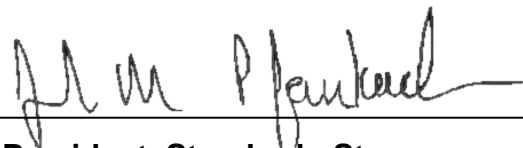
*This certifies that*

**Insert Name**

*Has successfully completed*

**IATF 17025:2017 Employee Training**

*Demonstrating competence by passing  
the final exam.*



President, Standards-Stores.com

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