

The Systems 3 Group Training...
ensuring businesses meet their key commercial, risk and social objectives.

- ✓ *Want to get qualified as an Auditor?*
- ✓ *Want to learn a fool-proof system to pass your regulatory audits... EVERY TIME?*
- ✓ *Learn up-to-date efficiency system based on current, real life examples.*

Laboratory Quality Management System Auditor Training -ALQ01 (4 days)

Get practical knowledge and the latest information from the field:

- Understand Laboratory Quality Management Systems based on industry benchmarks and standards
- Interpret and apply ISO 19011 audit steps and monitoring to ensure you're on track with the most efficient system possible
- Interpret the ISO Laboratory standard ISO17025 (QMS)
- Understand Laboratory Technical requirements and the application of cause analysis to non conformances

Who Should Attend?

- Corporate Governance Management and Staff
- Regulatory Auditors and those doing Interlaboratory comparisons
- Laboratory Quality Assurance Managers and Document Controllers
- Laboratory Technicians and Production Staff
- Internal Auditors
- Second Party Auditors i.e. Auditing providers of critical consumables, supplies and services
- Laboratory Quality Management Consultants

Also included in the course

- Your own copy of ISO 17025
- Morning and afternoon tea and lunch, every day
- **Course Manual: LQMS Auditor Training**, S3G, 2007.

Day 1- Introduction to Audit and Laboratory Quality concepts

Auditing

- Audit and Conformity Assessment terms and definitions
- Objective evidence, information and verification
- Interview, observation and documentation
- Compliance and effectiveness
- Audit schedules
- Objectives, scope and criteria

Laboratory Systems and Technical Requirements

- Laboratories, Organisations and Management systems
- Documentation structures
- Interlaboratory comparisons or proficiency testing
- Accommodation and Environmental considerations
- Validation the balance between costs, risks and technical
- Uncertainty of measurement

Day 2-Understanding Standards Regulations and *Objective Evidence*

- International standards (ISO17000/ISO9001) & other criteria
- Risk management
- Detailed review of ISO 17025 and ***objective evidence*** for each requirement of ISO17025
- Laboratory Accreditation and Certification

HOW TO REGISTER

Price: \$1980pp
(inc GST)

Phone: Toll Free (from
within Australia)
1800 110 034

Fax: 61 7 3856 0099

? Questions

info@s3g.com.au

Course Calender

www.s3g.com.au
S3G offer public courses in
Brisbane, Sydney, Melbourne,
Adelaide Perth.



“ It was the round table and frank discussions regarding the outcomes that gave me the understanding of the full requirements of our audit process. ” Melbourne, VIC

Day 3—Time to Conduct an Audit

- Critical first steps in initial contact—pre-audit visit and documentation, document review
- The audit plan, itinerary and notification
- Get your team on track—allocating tasks, working documents, checklists
- Efficiency—the importance of **process focused** checklists
- How to open meetings and communicate the audit methods and process
- The roles and responsibilities of guides and 3rd party observers
- Sampling and how to collect and verify information
- How to evaluate audit findings

Day 4—Crucial post-audit steps—reporting and follow-up

- Understand the next step—audit conclusions and non-conformity reports
- Understanding audit reporting; preparation, authorisation and distribution of information
- What's last? Audit follow-up; how to complete the audit and what's expected in follow-up

Course Approvals



S3G is an RABQSA International approved training provider. This course provides a learning and assessment pathway to the following knowledge competency units:

RABQSA-AU: Management systems auditing
 RABQSA-QM: Auditing quality management systems
 RABQSA-TL: Leading management system audit teams

There are however further requirements to register as a laboratory assessor or laboratory auditor/lead auditor with both RABQSA International (Australia/USA) and IRCA, the UK equivalent.



This training course and certificate of attainment is recognised by IRCA as meeting the requirement for auditor certification to Competence units AU + TL + QM = ISO9000:2000 series auditor/lead auditor IRCA (IRCA661) has determined that, for the purpose of conformance with the IRCA/602 QMS auditor certification criteria, that ISO17025 is considered an acceptable alternative to the ISO9001:2000 standard.

Our trainers are not 'career' trainers.

Instead, our trainers are experts in the industry—called upon by internationally recognised clients, often at crisis time.

This means students of our courses benefit from real-life, in-field experience and knowledge, with much of the case studies used in training coming directly from the field.

The bottom-line advantage to clients means students acquire practical knowledge at the front of their industry trends.

Group Discount (all public courses, 1 booking) : 3+ people 5% off total (within the same organisation)
 5+ people 10% off total (within the same organisation)

Enquire about our *In-house Courses*

Business Excellence:

- Strategic Planning (OE1)
- Process Analysis and Review (OE2)
- Customer Service (OE3)
- Continual Improvement (OE4)
- Human Resources (OE5)
- Marketing (OE6)
- Communication (OE7)
- Change Management (OE8)
- Project Management (OE9)
- Productivity and Efficiency (OE10)

Quality:

- Developing A Practical Quality Management System (MQ01)

Environmental, Health & Safety:

- Developing A Practical Environmental Management System (ME01)
- Environmental Awareness Training (ME02)

Health & Aged Care:

- Management System For Community Care (MA01)
- Continuous Improvement—The Next Stage (MA02)
- Understanding Continuous Improvement (MA03)
- Risk Assessment In Aged Care (MA04)
- Understanding The Accreditation Standards—Specifically For Care Staff (MA07)
- Understanding The Accreditation standards—Specifically For Support Staff (MA10)
- Survey Design (MA12)
- Australian Retirement Village Association Surveyor Training (AR04)

OR:

We can address your **specific, key business and training requirements**. Please contact us for a **tailor-made, in-house course** proposal.

We have trained over 10,000 students and represent over 200 blue-chip clients internationally.



“ Great course, well organised, presented well and gave me a lot of insight for my organisations next round of certifications. ” Brisbane, QLD