

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.

### 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:** \$2200pp  
(inc GST)

**Phone:** +61 7 3856 0033

**Fax:** +61 7 3856 0099

### ? Questions

info@s3g.com.au

### Course Calender

www.s3g.com.au

S3G offer public courses in  
Brisbane and Melbourne.



“ 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 Exemplar Global (formerly RABQSA International) approved training provider. Successful completion of all assignments will lead to attainment of 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 with Exemplar Global at laboratory auditor/lead auditor levels.

**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 *On-Site 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)
- Environmental Health & Safety Internal Auditor (EHS02)

**Auditing**

- Audit Programme Management (AA01)
- Process Auditing (AA02)
- Integrated Auditing (MA03)

**OR:**

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

We have trained over 12,000 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