



## ISO/IEC 17025:2017 AWARENESS TRAINING



MTBM Group Sdn. Bhd. (1600656-M)

Level 8, MCT Tower, Sky Park, One City, Jalan USJ 25/1, 47650 Subang Jaya, Selangor

**Course Title:** ISO/IEC 17025:2017 Awareness Training

**Course Validity:** 1 Day

**Validity:** 2 Years

**HRD Corp Scheme:** Claimable

## **INTRODUCTION**

ISO/IEC 17025:2017 is the international standard that sets the requirements for the competence, impartiality, and consistent operation of testing and calibration laboratories. This 1-day awareness programme introduces participants to the standard's structure, technical and management system requirements, laboratory competence elements, method validation, traceability, equipment control, and reporting. The training is designed for quick yet comprehensive exposure for laboratories preparing for accreditation or strengthening compliance.

## **OBJECTIVE(S):**

- Understand the purpose and scope of ISO/IEC 17025:2017.
- Learn the structure and key clauses of the standard.
- Recognize laboratory competence requirements (personnel, methods, equipment).
- Understand traceability, method validation, uncertainty & reporting fundamentals.
- Strengthen awareness on documentation, internal audits & corrective actions.
- Gain introductory knowledge required before implementation or accreditation.

**TARGET GROUP(S):**

- Laboratory Managers / Supervisors
- Lab Technicians / Analysts
- QA/QC Personnel
- ISO/IEC 17025 Implementation Team
- Internal Auditors
- Technical Managers

**ENTRY REQUIREMENT(S):**

- Able to communicate in English/Malay
- Basic understanding of laboratory activities

**TOPIC(S):**

1. Introduction to ISO/IEC 17025:2017 & Accreditation Scheme
2. Structure of the Standard & Terminologies
3. General & Structural Requirements (Clause 4 & 5)
4. Resource Requirements – Competence, Facilities, Equipment & Traceability
5. Process Requirements – Method Selection, Validation & Measurement Uncertainty
6. Handling of Test/Calibration Items, Sampling & Quality Assurance of Results
7. Management System Requirements – Documentation, Audits & Corrective Action
8. Case Study & Discussion – Understanding Laboratory Nonconformities

**LIST OF REFERENCE BOOK(S):**

- ISO/IEC 17025:2017 Standard
- ILAC & SAMM (Skim Akreditasi Makmal Malaysia) Guidelines
- ISO 9001:2015 (Supporting Quality Management Concepts)

**LIST OF TEACHING AID(S):**

- LCD projector
- Computer
- Whiteboard & markers
- Method validation examples
- Traceability & uncertainty templates

**METHODOLOGY(S):**

- Lecture
- Case study discussion
- Group interaction
- Documentation examples
- Q&A session

## TRAINING SCHEDULE

### Day 1

Time	Activity/Topic
8:30 am – 9:00 am	Registration & Introduction
9:00 am – 10:30 am	Topic 1: Introduction to ISO/IEC 17025 & Structure of the Standard
10:30 am – 10:45 am	<b>Morning Tea Break</b>
10:45 am – 12:30 pm	Topic 2: General, Structural & Resource Requirements
12:30 pm – 1:30 pm	<b>Lunch Break</b>
1:30 pm – 3:00 pm	Topic 3: Process Requirements – Methods, Validation & Uncertainty
3:00 pm – 3:15 pm	<b>Afternoon Tea Break</b>
3:15 pm – 4:30 pm	Topic 4: Management System Requirements & Documentation
4:30 pm – 5:00 pm	Assessment & Closing: Case Study + Q&A