



ISO/IEC 17025:2017 INTERNAL AUDITOR 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 Internal Auditor Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This program provides participants with essential knowledge and practical competency to conduct internal audits based on ISO/IEC 17025:2017. The course covers laboratory management system requirements, auditing techniques, evidence gathering, reporting nonconformities, and managing audit conclusions. Participants will learn how to verify technical requirements such as method validation, measurement uncertainty, equipment control, and technical competence through effective internal auditing practices.

OBJECTIVE(S):

- Understand ISO/IEC 17025:2017 requirements in the context of an internal audit.
- Learn how to plan, conduct, report, and close internal audits.
- Strengthen auditing skills including interviewing, document review, observation, and sampling.
- Identify nonconformities and evaluate corrective actions effectively.
- Build competency to become qualified ISO/IEC 17025 internal auditors.

TARGET GROUP(S):

- Laboratory Internal Auditors
- Lab Managers & Supervisors
- QA/QC & Compliance Personnel
- Lab Analysts, Technicians & Technical Executives

ENTRY REQUIREMENT(S):

- Able to read, write, and communicate verbally in Malay/English
- Basic understanding of laboratory processes (testing or calibration)

TOPIC(S):

1. Overview of ISO/IEC 17025:2017 Requirements
2. Internal Audit Concepts & ISO 19011:2018 Principles
3. Audit Planning, Program & Checklist Development
4. Conducting the Audit: Techniques & Evidence Collection
5. Evaluating Technical Requirements (Validation, Uncertainty, Equipment, Records)
6. Reporting Audit Findings & Classifying Nonconformities
7. Corrective Action, Follow-Up & Continual Improvement
8. Practical Audit Simulation

LIST OF REFERENCE BOOK(S):

- ISO/IEC 17025:2017 Standard
- ISO 19011:2018 Guidelines for Auditing Management Systems
- ILAC Guidance Documents

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories

METHODOLOGY(S):

- Lecture
- Group discussions
- Case studies
- Practical audit simulation

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 9:45 am	Topic 1: Overview of ISO/IEC 17025:2017 Requirements
9:45 am – 10:30 am	Topic 2: Internal Audit Fundamentals & ISO 19011 Principles
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 3: Understanding Clauses for Audit Purposes
11:30 am – 12:30 pm	Topic 4: Audit Planning, Risk-Based Audit Program & Checklists
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 5: Auditor Competence, Ethics & Responsibilities
2:30 pm – 3:30 pm	Topic 6: Audit Techniques—Interview, Sampling, Document Review
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Workshop: Developing ISO/IEC 17025 Internal Audit Checklists

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 9:45 am	Topic 7: Auditing Technical Requirements (Validation, MU, Traceability)
9:45 am – 10:30 am	Topic 8: Observing Laboratory Activities & Verifying Technical Competence
10:30 am – 10:45 am	Morning Tea Break
10:45 am – 11:30 am	Topic 9: Identifying Nonconformities & Writing Audit Findings
11:30 am – 12:30 pm	Topic 10: Corrective Action, Root Cause Analysis & Effectiveness Checks
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 2:30 pm	Topic 11: Completing Audit Reports & Conducting Closing Meetings
2:30 pm – 3:30 pm	Topic 12: Managing the Audit Cycle & Continual Improvement
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Practical Audit Simulation, Examination & Feedback