



ISO 17043 DOCUMENTING 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 17043 Documenting Training

Course Validity: 2 Days

Validity: Not Applicable

HRD Corp Scheme: Claimable

INTRODUCTION

This training provides participants with practical knowledge and hands-on guidance on how to develop, organize and maintain documentation required under ISO 17043 for proficiency testing providers. It focuses on preparing controlled documents, technical records, procedures, PT scheme documentation and supporting evidence to meet accreditation expectations. Through structured exercises and document review activities, participants will learn how to create an effective and compliant documentation system.

OBJECTIVE(S):

- Understand documentation requirements under ISO 17043.
- Learn how to structure a complete documentation system.
- Develop management system documents, including policies and procedures.
- Prepare technical documents for PT scheme design and operation.
- Maintain records for homogeneity, stability and performance evaluation.
- Apply document control and version management techniques.
- Strengthen accuracy, traceability and completeness of documentation.
- Support readiness for ISO 17043 accreditation assessments.

TARGET GROUP(S):

- Proficiency testing providers
- Laboratory managers and technical officers
- Quality assurance and accreditation teams
- ISO/IEC 17025 and ISO 15189 laboratory personnel
- Internal auditors and documentation owners
- Anyone responsible for developing or maintaining PT documentation

ENTRY REQUIREMENT(S):

- Able to read, write and communicate verbally in Malay/English

TOPIC(S):

1. Documentation Structure and Requirements of ISO 17043
2. Developing Policies, Procedures and Management System Documents
3. Documenting PT Scheme Design, Planning and Operation
4. Preparing Technical Records: Homogeneity, Stability and Sample Handling
5. Document Control, Versioning and Change Management
6. Reporting Formats, Confidentiality and Result Documentation
7. Records Management and Retention Requirements
8. Implementation Workshop: Writing, Reviewing and Updating Documents

LIST OF REFERENCE BOOK(S):

- ISO 17043 Standard
- Document control and quality management references
- PT scheme design and statistical documentation guides

LIST OF TEACHING AID(S):

- LCD projector
- Computer
- Whiteboard with accessories
- Flip chart with accessories
- Document templates and writing tools

METHODOLOGY(S):

- Lecture
- Document writing exercises
- Group discussions
- Case studies
- Documentation review and critique

TRAINING SCHEDULE

Day 1

Time	Activity / Topic
8:30 am – 9:00 am	Registration and Introduction
9:00 am – 10:15 am	Topic 1: ISO 17043 Documentation Requirements
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 2: Developing Management System Documents
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 3: Documenting PT Scheme Design and Operation
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 4: Preparing Technical Records (Homogeneity, Stability, Handling)

TRAINING SCHEDULE

Day 2

Time	Activity / Topic
8:30 am – 9:00 am	Recap of Day 1
9:00 am – 10:15 am	Topic 5: Document Control and Version Management
10:15 am – 10:30 am	Morning Tea Break
10:30 am – 12:30 pm	Topic 6: Reporting Formats, Confidentiality and Result Documentation
12:30 pm – 1:30 pm	Lunch Break
1:30 pm – 3:30 pm	Topic 7: Records Management and Retention
3:30 pm – 3:45 pm	Afternoon Tea Break
3:45 pm – 5:00 pm	Topic 8: Implementation Workshop – Writing and Updating Documents