

ISO/IEC 17025 Lead Assessor Certification Training

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Overview

Laboratory assessment requires rigorous evaluation of technical competence, testing impartiality, and management system integrity. The ISO/IEC 17025 Lead Assessor Certification Training equips professionals with the formal auditing principles and practical assessment techniques needed to evaluate calibration and testing laboratories against international standards. Participants examine assessment planning, stage 1 documentation reviews, stage 2 on-site assessment protocols, technical record sampling, and nonconformity classification. Through structured methodologies, learners analyze audit trails, interview laboratory personnel, evaluate measurement uncertainty validity, and review corrective action plans. This course is delivered by Agile Leaders Training Center.

Who Should Attend

- Laboratory quality managers seeking qualification in assessment techniques.
- Technical assessors and peer evaluators conducting laboratory audits.
- Internal auditors evaluating compliance against testing and calibration standards.
- Quality assurance officers responsible for monitoring laboratory testing operations.
- Technical experts preparing to support accreditation assessment teams.

Departments and Industries

This programme serves technical and quality assurance professionals across conformity assessment and analytical testing sectors.

- Testing and Calibration Laboratories in Metrology and Industrial Manufacturing
- Quality Assurance and Quality Control Departments in Petrochemical Facilities
- Compliance and Regulatory Affairs Teams in Environmental and Food Testing
- Diagnostic and Analytical Units in Pharmaceutical and Medical Laboratories
- Conformity Assessment and Technical Inspection Bodies across Industrial Sectors

Learning Objectives

By the end of this course, participants will be able to:

- Interpret ISO/IEC 17025 assessment requirements and evaluation criteria.
- Formulate structured assessment plans and audit trails for testing facilities.
- Conduct evidence-based stage 1 reviews and stage 2 on-site evaluations.
- Appraise technical competence, equipment records, and metrological traceability.
- Draft structured nonconformity reports supported by objective evidence.
- Evaluate laboratory corrective actions and root cause resolution plans.

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Course Agenda

Day 1: Assessment Frameworks and Standard Structure

- Role and ethical responsibilities of the lead assessor
- Relationships between ISO/IEC 17025, ISO 19011, and ISO/IEC 17011
- Core principles of laboratory impartiality, confidentiality, and competence
- Detailed analysis of resource and process requirement clauses
- Management system requirement options and documentation control
- Overview of assessor competency domains and assessment scope definitions

Day 2: Assessment Preparation and Stage 1 Planning

- Evidence-based assessment principles and risk-based audit planning
- Defining assessment objectives, scope boundaries, and technical criteria
- Stage 1 off-site documentation review and operational readiness evaluation
- Developing stage 2 assessment schedules and resource allocations
- Establishing opening meeting agendas and communication channels
- Constructing technical assessment checklists and sampling methodologies

Day 3: Conducting On-Site Assessment Activities

- Conducting stage 2 on-site evaluations of testing and calibration areas
- Assessor interview techniques for technical managers and analysts
- Auditing equipment maintenance files, calibration records, and traceability
- Evaluating method verification, method validation, and measurement uncertainty
- Sampling technical records, testing reports, and calibration certificates
- Documenting objective findings and drafting nonconformity statements

Day 4: Closing the Assessment and Follow-Up Management

- Assessor evidence review, findings consolidation, and grading protocols
- Conducting assessor wash-up meetings and preparing closing presentations
- Facilitating the formal closing meeting with laboratory leadership
- Reviewing root cause analyses and proposed corrective action plans
- Managing internal audit programmes and assessor competence registers
- Evaluating follow-up objective evidence for nonconformity closure

Day 5: Synthesis and Assessment Competency Review

- Systematic review of laboratory assessment principles and standard clauses
- Scenario analysis on audit trail development and evidence gathering
- Practical assessment exercise on classifying and writing nonconformities
- Evaluation of corrective action effectiveness and closure criteria
- Synthesis of assessor interviewing strategies and challenging scenarios
- Final assessment competency evaluation and individual action planning

Practical Exercises

Participants complete hands-on activities to resolve assessment challenges and formulate findings.

- Suggested activity: Formulate an assessment schedule and sampling plan for an analytical test method.
- Suggested activity: Analyze equipment calibration certificates to verify metrological traceability.
- Suggested activity: Draft an evidence-based nonconformity report based on a laboratory scenario.
- Suggested activity: Evaluate a laboratory root cause submission and determine corrective action adequacy.

FAQs

What specific qualifications or prerequisites are needed for participants before enrolling in the course?

Participants should have a basic understanding of laboratory operations, quality management systems, ISO/IEC 17025 requirements, or auditing principles. Prior experience in testing, calibration, quality assurance, internal audit, laboratory management, or accreditation support is strongly recommended.

How long is each day's session, and is there a total number of hours required for the entire course?

Each day's session is generally structured to last around 4-5 hours, with breaks and interactive activities included. The total course duration spans one week, approximately 20-25 hours of instruction.

Is ISO/IEC 17025 Lead Assessor the same as ISO/IEC 17025 Lead Implementer?

No. ISO/IEC 17025 Lead Assessor focuses on planning, conducting, reporting, and closing laboratory assessments. ISO/IEC 17025 Lead Implementer focuses more on establishing, implementing, maintaining, and improving a Laboratory Management System.

Conclusion

Participants finish this programme prepared to lead structured assessments of testing and calibration facilities. By mastering evidence collection, technical evaluation, and findings classification, professionals support rigorous quality governance and technical validity across laboratory operations.

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