



CODE: LMS005-V

MS ISO/IEC 17025:2017 INTERNAL AUDIT

METHODOLOGY:

Lecture, Work Example, Case Study,
Exercise and Group Activities.

Who Should Attend?

Internal Auditors, Management
Representatives, Managers, Department
Heads, Supervisors, Engineers,
Chemist, Lab Personnel, QA/QC, and
those involved in Testing, Sampling and
Calibration activities.



Certificate of attendance
is issued to participant.

Training notes will be provided.

COURSE OBJECTIVE:

This training module is developed for those who wish to perform internal audit activity meeting the requirements of ISO/IEC 17025. Internal audit is an important activity of the system requirements, without it, the LMS fails. At the end of the course, participants will be able to establish & maintain an internal audit program to meet the requirements of ISO/IEC 17025. Plan, organize & conduct internal audits to identify non-conformance and follow up on corrective actions.

COURSE CONTENT:

- ❖ ISO/IEC 17025 Laboratory Accreditation Standard
- ❖ Why Internal Audits?
- ❖ Roles and responsibilities of auditors and auditees.
- ❖ Developing auditing skills.
- ❖ Non-compliances identification & categories
- ❖ The auditing processes.
- ❖ Management review
- ❖ Preparing an audit
- ❖ Group works in simulation of internal auditing process or real case auditing.

PROFESSIONAL TRAINER



Mrs. Hasnas Binti Hussain
hasnas@onegasmaster.com

Mrs. Hasnas is specialized in the measurement, calibration, and laboratory management system since 2004. She has successfully set up one of the branches laboratories for accreditation from Standards Malaysia and is listed as one of SAMM Approved Signatory. She also experiences support the company as trainer for metrology courses and support to coordinate calibration item to outsource laboratories. Her valuable experience working in accredited calibration laboratory has exposed her to the whole process of calibration industry.

REGISTRATION FORM (LMS005-V)

| | |
|----------------------|-------|
| Training Date: | _____ |
| <u>Participants:</u> | |
| Name: | _____ |
| Gender: | _____ |
| IC Number: | _____ |
| Designation: | _____ |
| Department: | _____ |
| Mobile No.: | _____ |
| Email: | _____ |
| | |
| Name: | _____ |
| Gender: | _____ |
| IC Number: | _____ |
| Designation: | _____ |
| Department: | _____ |
| Mobile No.: | _____ |
| Email: | _____ |
| | |
| Name: | _____ |
| Gender: | _____ |
| IC Number: | _____ |
| Designation: | _____ |
| Department: | _____ |
| Mobile No.: | _____ |
| Email: | _____ |

TRAINING INVESTMENT

Registration Fee: RM 1,200 per participant

Discount: 5% discount (3 pax & above)

Duration: 2 Days

Time: 9:00 am - 5:00 pm

Venue: Remote Online training via Microsoft Teams

For HR Department (Customer)

Company Name:

Address:

Tel No.:

Contact Person:

Designation:

E-mail:

Signature:

Company Stamp:

REGISTRATION & CANCELLATION POLICY:

1. ONE GASMATER SDN. BHD. reserves the right to cancel, postpone or make any changes to the venue and training dates due to unavoidable circumstances.
2. Early registration is strongly encouraged. Registration can be made no later than 7 days before the training date.
3. Please do not make any arrangements until you have received confirmation for your registration.
4. No cancellation is allowed after training confirmed. Please arrange replacement for candidate if required.

PAYMENT DETAILS:

HRD Corp Claimable Course

Refer to HR Department for HRD Corp grant application and claim submission.

Non HRD Corp Claimable Course

All payment must be received 5 working days prior to the training date.

Kindly refer invoice for bank details.

REMARK: Certificate will be issued after received full payment.