

22 May 2014 (Leatherhead), 14 October 2014 (Leatherhead)

This immensely popular course explores the standard BS EN ISO/IEC 17025 which is used as the basis for UKAS accreditation. The training was originally developed in collaboration with UKAS and it has been running since 1992. The course successfully trains delegates on the ISO 17025 auditing requirements and the most cost-effective way of achieving compliance that will add value to the process. It trains delegates in how to effectively plan and carry out audits in a UKAS accredited laboratory and describes how a non-compliance root cause can be identified and problems corrected and/or prevented. Exercises using syndicate work and group discussions draw upon the presenters' experience.

Your Programme

08.30 Registration and refreshments

08.45 Introduction

The auditing system

- What are the ISO 17025 requirements?

Syndicate exercise - setting out the audit plan

- Auditing records
- Practical aspects of the auditing process
- Implications and benefits of audits.

Horizontal and vertical auditing

- Horizontal or vertical auditing - what are they and which is best?

Syndicate exercise - auditing of administration records

12.45 Lunch

Syndicate exercise - auditing in the laboratory**Syndicate exercise - auditing of certificate production****Root Cause, Preventive and Corrective Action**

- Finding the root cause
- Timescales, appropriateness, consequences
- Preventative actions
- When should UKAS be informed?

Syndicate exercise - corrective actions**Annual quality system review**

- Audit information and the annual quality system review
- Review of corrective actions
- Methods of implementation
- Part of the improvement process.

Wash-up group exercise

17.00 Close.

The presenters have practical, hands-on experience gained by operating commercially successful UKAS accredited laboratories, enabling them to give detailed, specific responses and cost-effective solutions to queries.

Ever thought about in-company training?

ERA can deliver this course at your site, either in standard public format, or as a bespoke option tailored to your organisation's individual specifications. To discuss your training requirements, please call the Events Team on +44 (0)1372 367319.



Your Speakers



Peter Davis - Quality Assurance Manager, Cobham CTS

Peter has over 30 years' experience in quality management. During this time he has been responsible for designing, developing, implementing and maintaining Quality Systems for research, design, manufacturing, software, testing and product certification for military and commercial equipment and services. Peter provides a Quality Assurance consultancy and advisory service for customers of Cobham CTS and has written numerous articles for the quality press.



Paul McCarthy - Independent Consultant

Paul has extensive experience in both the operation and auditing of laboratories in line with the requirements of ISO 17025. Over the past 30 years he has worked in internationally recognised materials testing laboratories fulfilling the roles of operational, quality and technical management. In January 2004 he established his own consultancy, addressing laboratory quality assurance and materials testing matters. He is a UKAS and INAB laboratory assessor; undertakes audits across Europe and the US for Nadcap, (the global aerospace accreditation organisation), and helps laboratories prepare for accreditation against ISO 17025.

Booking Form

Please photocopy this form if you wish to register more than one delegate.
Send a second person at a discounted price!

Delegate details

Name Dr Mr Mrs Miss
Job title
Organisation
Address
Postcode
Telephone
Fax
E-mail
VAT Number (EU customers only)

Bookings

I wish to make a firm booking for:

Auditing in UKAS Accredited Laboratories

☐ 22 May 2014

☐ 14 October 2014

Fees*

Fee rate	Fee	VAT@20%†	Total	Please Tick
Early booking rate	£450.00	£90.00	£540.00	
Standard rate	£500.00	£100.00	£600.00	

*AccessERA subscribers and additional delegates receive a 10% discount on these rates. If you subscribe to AccessERA and would like to use your AccessERA credits to attend, please contact the Events Team on: +44 (0)1372 367319. For more information on booking rates, please go to: <http://shop.era.co.uk>.

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Venue:

Your course will take place at ERA Technology Ltd Training Centre, Cleeve Road, Leatherhead, Surrey, KT22 7SA, UK. It is a 15-minute walk from Leatherhead main-line station. Visitor car parking is available on-site. A location map and directions are available at: <http://www.era.co.uk/find-us/>.

Early booking rates:

Early booking rates are valid up to one calendar month before the date of the course and can only be claimed at the time of booking.

Additional booking rates:

Additional booking rates are applicable to second and subsequent delegates and may only be claimed at the time of booking.

Did you know?

An AccessERA subscription is an excellent way of accessing technical advice and information in the right format at the right time. All AccessERA subscribers receive a 10% discount on the current course price at the time of booking when the booking is made directly with the Events Team. To find out more, please call us on: +44 (0)1372 367319 or e-mail: events@era.co.uk.

Ways to book:



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The Events Team, ERA Technology Ltd, Cleeve Road, Leatherhead, Surrey KT22 7SA.

* Please note that booking forms received without payment will be considered binding and invoiced automatically.

Enquiries:

Please contact the Events Team by calling: +44 (0)1372 367319 or e-mail: events@era.co.uk.

How to pay:

Payment must be made before attendance at the event and must be made in £ sterling only. Acceptable methods of payment are by cheque (payable to ERA Technology Ltd), credit card or bank transfer. Bank transfers, free of all charges, can be made to ERA Technology Ltd via: HSBC, 9 The Boulevard, Crawley, RH10 1UT; sort code: 40-18-22, account no. 22178095. When paying by bank transfer, please quote the relevant course, course date and the delegate and company name.

Cancellations and transfers:

Cancellations and transfers must be received in writing to the following address: The Events Team, ERA Technology Ltd, Cleeve Road, Leatherhead, KT22 7SA. Cancellations and transfers received up to the 15th working day prior to the event will be subject to a charge of 20% of the invoiced course fee + VAT or 20% of the AccessERA credits charged. After this 15-day deadline, transfers cannot be accepted and cancellations will be subject to payment in full or 100% of the AccessERA credits charged. Delegate substitutions can be made at any time.

ERA Technology Ltd:

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