

# INSTITUTE FOR DESIGN OF ELECTRICAL MEASURING INSTRUMENTS, MUMBAI

## **OFFLINE TRAINING PROGRAMME**

### **GENERAL REQUIREMENTS FOR THE COMPETENCE OF TESTING AND CALIBRATION LABORATORIES AND INTERNAL AUDIT as per ISO / IEC 17025:2017**

(Course Code No. 2467103)

1. Duration : Four Days (Offline Training Programme)
2. Dates : 7<sup>th</sup> to 10<sup>th</sup> Oct 2024
3. Daily Timings : **09.30 am to 01.30 pm**  
**02.15 pm to 05.30 pm**
4. Venue : **Training Programme will be conducted Offline.**
5. Fee/participant : **Rs. 14,160/-** (Rs. 12,000/- + 18 % GST) per participant  
**Payment can be transferred through NEFT/RTGS or DD drawn in favour of IDEMI, Payable at Mumbai in advance to confirm the nomination.**  
**You can also make online payment on link:**  
<https://rzp.io/l/nNVeiVl6wk>

This course is designed for senior laboratory personnel involved in the management and establishment of laboratory quality systems, and establish/manage an internal audit programme for their laboratories as per laboratory accreditation standard ISO/IEC 17025:2017.

#### **Course contents:**

- \* ISO/IEC 17025:2017 for each of its clause and to develop an understanding amongst the laboratory personnel.
- \* General requirements, Structural requirements, Resource requirements, Process requirements and Management system requirements as per ISO/IEC 17025:2017.
- \* Understanding on Quality system documentation for laboratory.
- \* Identification of Documents, Procedures, Records and Retain records.
- \* Techniques for conducting internal audit and reporting of the internal audit findings.
- \* Management review and its contents.

#### **On completion, participants will be able to:**

- \* Establish an internal audit program as required by ISO / IEC 17025:2017
- \* Schedule plan, conduct, report on lab internal audits (including the documentation required)
- \* Identify effective Internal Auditing Techniques, developing Quality Manual and Quality System Procedures.

6. Faculty: 1) Mr. Pradeep Gujarathi, Ex. Deputy Director (Elect.)  
2) Mr. Pankaj Ambekar, Senior Technical Assistant

7. Certificate of participation will be issued to each attending participant.

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