

## Agenda

for the online training on “online training on Internal Audits, according to the requirements of ISO/IEC 17025:2017 standard, and any other related international requirements (BIPM, ILAC, EA) of the PTB project “Strengthening Quality Infrastructure in the countries of the Southern Caucasus (Armenia, Azerbaijan, Georgia)”

**Date:** 29.11- 3.12.2021

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**Note:** timing is indicated in CET

Day 1: 29.11.2021		
Time (CET)	Session Topic	Trainer speakers
08:45-9:00	Dial-in into online meeting room	All
9:00-9:05	Welcome and official opening Presentation training’s concept and agenda	Kathleen Richter
9:05-9:20	Introduction of trainers and participants	All
9:20-9:45	Objective of training Importance of auditing / peer evaluation Training concept and plan	Trainers
9:45-10:15	Overview of the standard ISO/IEC 17025:2017 Other requirements (ILAC, BIPM, EA, National regulations)	
10:15-10:30	Q/A Session	
10:30-11:15	Auditing / peer evaluation principles: <ul style="list-style-type: none"> <li>• Evaluation team</li> <li>• Planning</li> <li>• Auditing methods</li> <li>• Process auditing</li> <li>• How to act and behave</li> <li>• Opening and closing meetings</li> </ul>	
11:15-11:30	Q/A Session	

11:30-12:00	<b>Lunch Break</b>	
12:00-13:00	Auditing / peer evaluation principles (cont'd) <ul style="list-style-type: none"> <li>• Witnessing</li> <li>• Findings &amp; classification</li> <li>• Reporting</li> </ul>	
13:00-13:30	Peer Reviews in the context of CIPM	Irene
13:30-14:00	Q/A Session- Closing of 1 <sup>st</sup> day	

<b>Day 2: 30.11.2021</b>		
<b>Time (CET)</b>	<b>Session Topic</b>	<b>Trainer speakers</b>
08:45-9:00	Dial-in into online meeting room	All
9:00-10:00	Key requirements of ISO 17025: <ul style="list-style-type: none"> <li>• Impartiality / Confidentiality</li> <li>• Control of documents &amp; records</li> <li>• Risks &amp; opportunities</li> <li>• Personnel competence</li> </ul>	
10:00-10:10	Break-out groups	All
10:10-11:15	Case studies	All
11:15-11:30	Q/A Session-	All
11:30-12:00	<b>Lunch Break</b>	
12:00-13:45	Case studies	All
13:45-14:00	Q/A Session- Closing of 2 <sup>nd</sup> day	All

<b>Day 3: 1.12.2021</b>		
<b>Time (CET)</b>	<b>Session Topic</b>	<b>Trainer speakers</b>
08:45-9:00	Dial-in into online meeting room	All

9:00-10:00	Key requirements of ISO 17025: <ul style="list-style-type: none"> <li>• Facilities</li> <li>• Equipment</li> <li>• Traceability / Reference materials</li> </ul>	
10:00-10:10	Break-out groups	All
10:10-11:15	Case studies	All
11:15-11:30	Q/A Session	All
<b>11:30-12:00</b>	<b>Lunch Break</b>	
12:00-13:45	Case studies	All
13:45-14:00	Q/A Session- Closing of 3 <sup>rd</sup> day	All

#### Day 4: 2.12.2021

Time (CET)	Session Topic	Trainer speakers
08:45-9:00	Dial-in into online meeting room	All
9:00-10:00	Key requirements of ISO 17025: <ul style="list-style-type: none"> <li>• Verification / validation of methods</li> <li>• Ensuring the validity of results</li> <li>• Control of data - LIMS</li> </ul>	
10:00-10:10	Break-out groups	All
10:10-11:15	Case studies	All
11:15-11:30	Q/A Session-	All
<b>11:30-12:00</b>	<b>Lunch Break</b>	
12:00-13:45	Case studies	All
13:45-14:00	Q/A Session- Closing of 4 <sup>th</sup> day	All

#### Day 5: 3.12.2021

Time (CET)	Session Topic	Trainer
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		speakers
08:45-9:00	Dial-in into online meeting room	All
9:00-10:00	Key requirements of ISO 17025: <ul style="list-style-type: none"><li>• Review of requests</li><li>• Reporting of results</li><li>• Conformity statements</li></ul>	
10:00-10:10	Break-out groups	All
10:10-11:15	Case studies	All
11:15-11:30	Q/A Session-	All
<b>11:30-12:00</b>	<b>Lunch Break</b>	
12:00-13:45	Case studies	All
13:45-14:00	Q/A Session- Closing of the training	All