

Time	Duration	Activity
<b>Day 1</b>		
<b>09:00 – 10:30</b>	<b>1:30</b> (0:15) (0:45) (0:30)	<b>Chapter 1</b> <ul style="list-style-type: none"> <li>• Introductions</li> <li>• Pre-Course Questionnaire on 17025</li> <li>• Delegate objectives and discussion of Global impact</li> </ul>
10:30 – 10:45	0:15	Break
<b>10:45 – 11:30</b>	<b>0:45</b> (0:45)	<b>Chapter 2</b> <ul style="list-style-type: none"> <li>• ISO/IEC 17025 (Background and Principles)</li> <li>• Lab QMS based on 17025</li> </ul>
<b>11:30 – 12:00</b>	<b>0:30</b> (0:30)	<b>Chapter 3</b> <ul style="list-style-type: none"> <li>• ISO/IEC 17025 (Technical Requirements)</li> </ul>
12:00 – 12:30	0:30	Lunch
<b>12:30 – 14:00</b>	<b>1:30</b> (1:00) (0:30)	<b>Chapter 3 (cont'd)</b> <ul style="list-style-type: none"> <li>• ISO/IEC 17025 (Technical Requirements – cont'd)</li> <li>• ISO/IEC 17025 (Measurement Requirements, MU, Calibration, etc)</li> </ul>
14:00 – 14:15	0:15	Break
<b>14:15 – 15:30</b>	<b>1:15</b> (1:15)	<b>Chapter 3 (cont'd)</b> <ul style="list-style-type: none"> <li>• ISO/IEC 17025 (Measurement Requirements – cont'd)</li> </ul>
<b>15:30 – 16:00</b>	<b>0:30</b> (0:30)	<b>Prep for Chapter 5 – Exercise 1</b> <ul style="list-style-type: none"> <li>• Using the Assessor Tool Kit</li> </ul>
<b>Homework</b>	<b>1:00</b> (1:00)	<b>Chapter 5 – Exercise 1</b> <ul style="list-style-type: none"> <li>• Using the Assessor Tool Kit</li> </ul>
<b>Day 2</b>		
<b>09:00 – 09:15</b>	<b>0:15</b>	<b>Review of course objectives</b>
<b>09:15 – 10:30</b>	<b>1:15</b> (1:15)	<b>Chapter 4</b> <ul style="list-style-type: none"> <li>• ISO/IEC 17025 (Management System Requirements)</li> </ul>
10:30 – 10:45	0:15	Break
<b>10:45 – 12:00</b>	<b>1:15</b> (1:15)	<b>Chapter 4 (cont'd)</b> <ul style="list-style-type: none"> <li>• Conformant Application of 17025 QMS (Continual Improvement / RBT)</li> </ul>
12:00 – 12:30	0:30	Lunch
<b>12:30 – 13:30</b>	<b>1:00</b> (0:30) (0:30)	<b>Chapter 5</b> <ul style="list-style-type: none"> <li>• Assessment Basics</li> <li>• Groups present results on Exercise 1 - Use of AB Assessor Kit</li> </ul>
<b>13:30 – 15:30</b>	<b>2:00</b> (0:45) (1:15)	<b>Chapter 6</b> <ul style="list-style-type: none"> <li>• Assessment Planning Requirements</li> <li>• Conducting a Document Review using the Checklists provided</li> </ul>
<b>Homework</b>	<b>1:00</b> (1:00)	<b>Chapter 6 – Exercise 2</b> <ul style="list-style-type: none"> <li>• Conduct a Document Review using the Checklists provided</li> </ul>

Time	Duration	Activity
<b>Day 3</b>		
<b>09:00 – 09:15</b>	<b>0:15</b>	<b>Review of course objectives</b>
<b>09:15 – 10:30</b>	<b>1:00</b> (0:45) (0:45)	<b>Exercise 3</b> <ul style="list-style-type: none"> <li>• Preparing for the Assessment</li> <li>• Groups plan the Assessment Schedule</li> </ul>
10:30 – 10:45	0:15	Break
<b>10:45 – 11:15</b>	<b>0:45</b> (0:45)	<b>Exercise 3 (cont'd)</b> <ul style="list-style-type: none"> <li>• Groups present their assessment schedule</li> </ul>
<b>11:15 – 12:00</b>	<b>0:45</b> (0:45)	<b>Chapter 7</b> <ul style="list-style-type: none"> <li>• Meetings and Interviews</li> </ul>
12:00 – 12:30	0:30	Lunch
<b>12:30 – 14:15</b>	<b>1:45</b> (0:45) (1:00)	<b>Exercise 4</b> <ul style="list-style-type: none"> <li>• Plan for Opening Meeting</li> <li>• Groups deliver their Opening Meeting</li> </ul>
14:15 – 14:30	0:15	Break
<b>14:30 – 16:00</b>	<b>1:15</b> (0:15) (1:00)	<b>Exercise 5</b> <ul style="list-style-type: none"> <li>• Groups plan Interviews</li> <li>• Groups conduct Interviews</li> </ul>
<b>Homework</b>	<b>1:00</b> (1:00)	<b>Chapter 8 – Exercise 6</b> <ul style="list-style-type: none"> <li>• Write the findings that emanate from the interviews in Exercise 5</li> </ul>
<b>Day 4</b>		
<b>09:00 – 09:15</b>	<b>0:15</b>	<b>Review of course objectives</b>
<b>09:15 – 09:45</b>	<b>0:30</b> (0:30)	<b>Chapter 8</b> <ul style="list-style-type: none"> <li>• Writing Assessment Findings</li> </ul>
<b>09:45 – 10:30</b>	<b>0:45</b> (0:45)	<b>Exercise 6 (cont'd)</b> <ul style="list-style-type: none"> <li>• Deliver Findings from Previous Exercises</li> </ul>
10:30 – 10:45	0:15	Break
<b>10:45 – 11:30</b>	<b>0:45</b> (0:45)	<b>Exercise 6 (cont'd)</b> <ul style="list-style-type: none"> <li>• Classify Sample Assessment Findings</li> </ul>
<b>13:15 – 14:15</b>	<b>1:30</b> (1:30)	<b>Chapter 9</b> <ul style="list-style-type: none"> <li>• Writing the Assessment Report</li> </ul>
14:15 – 14:30	0:15	Break
<b>14:30 – 16:00</b>	<b>1:30</b> (0:45) (0:45)	<b>Exercise 7</b> <ul style="list-style-type: none"> <li>• Group Exercise – Writing the report and prepare for Closing Meeting</li> <li>• Groups conduct Closing Meetings and Deliver an Assessment Report</li> </ul>
<b>Homework</b>	<b>(2:00)</b>	<b>Chapter 11</b> <ul style="list-style-type: none"> <li>• Individual study – Study for Exam</li> </ul>

<b>Time</b>	<b>Duration</b>	<b>Activity</b>
<b><u>Day 5</u></b>		
<b>09:00 – 09:15</b>	<b>0:15</b>	<b>Review of course objectives</b>
<b>09:15 – 10:30</b>	<b>1:15</b> (1:15)	<b>Chapter 10</b> <ul style="list-style-type: none"> <li>• Closing out assessment findings using RBT and Continual Improvement</li> </ul>
10:30 – 10:45	0:15	Break
<b>10:45 – 12:00</b>	<b>1:30</b> (0:30) (0:30) (0:30)	<b>Exercise 8</b> <ul style="list-style-type: none"> <li>• Group Exercise – Determining the need for Root Cause</li> <li>• Group Exercise – Finding the Root Cause</li> <li>• Group Exercise – Solutions that address the Root Cause</li> </ul>
12:00 – 12:30	0:30	Lunch
<b>12:30 – 14:30</b>	<b>2:00</b>	<b>Chapter 11 – Course Exam</b>
<b>14:30 – 16:00</b>	<b>1:30</b>	<b>Course Exam Discussion</b>