

NEFAP Training Course Agenda

Thursday, February 2

- 8:15 Welcome, Introductions and Logistics
- 8:30 General Overview
- Background and TNI
 - The Benefits of Accreditation
 - NEFAP Accreditation Council
- 9:30 Applicable Standards and Regulations
- Navigating the ISO Standards
 - Overview of FSMO Volume 1
 - Overview of FSMO Volume 2
- 10:15 Break
- 10:30 Detailed Review of Standard Requirements
- Management Requirements
 - Organization
 - Management System
- 12:00 Lunch
- 1:00 Management System (continued)
- Document Control
 - Review of Requests, Tenders and Contracts
 - Subcontracting of Environmental Sampling and Field Measurement Activities
 - Purchasing Services and Supplies
 - Service to the Customer
 - Complaints
 - Control of Nonconforming Work
- 2:15 Break
- 2:30 Improvement
- Corrective Action
 - Preventive Action
 - Control of Records
 - Internal Audits
 - Management Reviews
- 3:30 Technical Requirements
- Personnel, Training and Competency
 - Accommodation and Environmental Conditions
- 4:30 Q & A

Friday, February 3

- 8:00 Review and Q & A
- 8:15 Technical Requirements (continued)
- Methods and Method Validation
 - Equipment
 - Measurement Traceability
 - Sampling
- 9:30 Break
- 9:45 Technical Requirements (continued)
- Handling of Test and Calibration Items
 - Assuring the Quality of Test and Calibration Results
 - Reporting the Results
- 10:45 Practical Considerations for Sample Collection and Field Measurements
- The Principles of Proper Collection
 - Pitfalls and Fallacies
 - Developing and Implementing an FSMO Compliant Program
- 11:30 Review and Q & A
- 12:00 Exam and Review