

Registration Form

(Please complete all information)

To register by phone, call Advanced Systems, Inc., (302 368 1211) and leave a message that you would like to register for the "Assessments for ISO/IEC 17025 & NELAC". Course offered in **Harrisburg PA on June 2 to 4, 2009. PLEASE SIGN UP BY: May 8, 2009.**

- Or: Fax this completed form to: (720) 293-3706
- Or: Mail the completed form to: Advanced Systems, Inc.
PO Box 8032
Newark, DE 19714
- Or: Electronic Mail: mmoore@advancedsys.com



This Course will be held in **Harrisburg, PA**, PA DEP Bureau of Laboratories
For directions here is the full address: Bureau of Laboratories, 2575 Interstate Dr. | Harrisburg, PA 17110

Please enroll me in the following Course:

JUNE 2 – 4, 2009

- 3 day course "Assessments for ISO/IEC 17025 & NELAC" Course starts at 8:00 a.m. each day

Price per person: _____ (One form per person) Total: _____

\$ 650 per person for Federal, State and Local Governments

\$850 per person for all others

\$50.00 discount if you bring your own copy of the printed 2003 NELAC Standard and Checklist, other materials provided

Prerequisite: Students must read the NELAC standard (2003) before coming to class. A pretest will be given at the start of class to ensure the students familiarity with these standards.

Name: _____

Title: _____

Company/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Registration Total:
\$ _____

Payment:

(Payment must be received prior to the beginning of the course)

- Payment Enclosed (Check or Money Order payable to Advanced Systems, Inc.)
- Purchase Order/Training Form Enclosed



Charge my: MasterCard Visa AMEX

Account #: _____ Expires: _____
Name of Cardholder: _____
Signature: _____ Date: _____

Advanced Systems conducts training for environmental sampling, quality control, laboratory operations and field operations and designs Quality Systems based on the ISO 9000 Management System Standards and ISO/IEC 17025 Laboratory Technical Competence Standards.

OBJECTIVES OF COURSE

This course provides examples and a basic understanding of the assessment processes, within the National Environmental Laboratory Accreditation Conference (NELAC) framework. The basic principles for assessing laboratories and field operations are presented. A summary of the National Environmental Laboratory Accreditation Program (NELAP) standards and practical examples for implementation are an integral portion of this training course.

The rationale for assessing must be based on proven quality principals that allow the determination of adherence to the defined system. The system standards used during this course are the NELAC standard and the ISO/IEC 17025 "*General Requirements For The Competence Of Testing And Calibration Laboratories*" standard. Conducting an assessment of a laboratory system using quality principles and techniques allows personnel with a basic science background to assess operations and assure conformance to the stated quality system.

The course presents the fundamentals of how to assess laboratories. These fundamentals include:

- Understanding the difference between assessments, audits, registration and accreditation
- Effective auditing tips and techniques
- How to: evaluate findings, prepare, and present the assessment report
- Evaluating laboratory corrective action and customer notification requirements.

The course also will provide personnel with guidance on assessing quality assurance/quality control (QA/QC) requirements to acquire technically and legally defensible environmental data from both field and laboratory operations. The list of references will further your understanding and provide specific information.

COURSE BACKGROUND

Accreditation of laboratories is based on a single set of standards developed by the National Environmental Laboratory Accreditation Conference (NELAC) participants from federal agencies, states programs and the private sector. This single standard is a uniform standard for all laboratories.

The standard developed by NELAC incorporates current state program requirements and the International Standards Organization (ISO) quality standard ISO/IEC 17025, "General Requirements for the Competence of Calibration and Testing Laboratories." The standard includes all quality assurance (QA) policies and quality control (QC) procedures that must be presented in a QA Manual to help ensure and document the quality of the analytical data.

Laboratories seeking accreditation under NELAP must assure implementation of all QA policies and the essential applicable QC procedures specified in Chapter 5 of the NELAC standard. The QA policies are applicable to environmental laboratories regardless of the size and complexity.

The 2003 NELAC standard adopted the laboratory quality system model from ISO/IEC 17025 standard in order to be consistent with the international community. The ISO/IEC 17025 standard was incorporated into the NELAC 2002 standard. Implementation started in July 2004.

The NELAC standards may be downloaded from the web at www.nelac-institute.org Then hit "Links" to find the NELAC 2003 Standards. The ISO/IEC 17025 standard is included in the 2003 NELAC standard.

Be sure to use the standard from 2003 NELAC Standard EPA/600/R-04/003
www.nelac-institute.org then Standards, Current Applicable Standard

Specific link to this standard:

[HTTP://WWW.NELAC-INSTITUTE.ORG/STANDARDS.PHP?PAB=1_1#PAB1_1](http://www.nelac-institute.org/standards.php?pab=1_1#PAB1_1)

COURSE AGENDA

Day 1 – June 2, 2009

- ◆ Pre Test
- Chapter 1: Introduction to Standards
 - ◆ NELAC
 - ◆ ISO/IEC 17025
 - ◆ Performance Based Measurement System
- Chapter 2: Assessor Conduct
 - ◆ Ethics
 - ◆ Interviewing
- Chapter 3: Assessments and Audit Process
 - ◆ Planning
 - ◆ Conducting
 - ◆ Reporting
- Chapter 4: Quality Systems Assessment
 - ◆ Introduction
 - ◆ Quality Control, Proficiency Testing
 - ◆ Quality Assurance
 - ◆ Checklist

Day 2 – June 3, 2009

- Chapter 5: Quality System Elements
 - ◆ Corrective Action, Internal Audits, Management Review
 - ◆ Documentation
 - ◆ Records
 - ◆ Traceability-Methods, Sample, Data, Standards, Process

Day 3 – June 4, 2009

- Chapter 6: Laboratory Assessment
 - ◆ Documentation and Data Review
 - ◆ Conformance to Standard
 - ◆ Challenges
- Chapter 7: Summary and Questions
- Chapter 8: Final Examination
 - ◆ Scoring

COURSE NOTES

Course starts promptly each day at 8:00 a.m.

Lunch is scheduled for 1 hour at noon each day.

Lunch is on your own.

Class ends each day at 5:00 p.m.

Students must stay until the end to complete the course.

Day 1 and Day 2 students should prepare for the final exam each evening.

At the end of Day 1 and Day 2, students should prepare for the final exam by reading and reviewing the course materials.

Pretest score is 25% of your final grade.

Students should read NELAC 2003 Chapters 1, 2, 3, 4, 5 and 6 and 2002 Chapter 7. Students are expected to be thoroughly familiar with the NELAC standards before arrival at the course.

Final Exam score is 75% of your final grade.

You must obtain a 70% score to “successfully complete” the course. (NELAP assessors: You are required to have successfully completed a basic assessor-training course.)

All students receive a certificate of course attendance if not successful in completing the examination.

Students with test scores of greater than 70% receive a certificate of course completion.

At the present time TNI does not approve training courses.

This course is not endorsed or approved by TNI, NELAC or NELAP. It is up to the accrediting authority to approve a basic assessor-training course in order to qualify its assessors

Accrediting authority assessors have attended this class. Accrediting authorities have accepted this course for meeting the basic assessor training requirements of its assessors.

This course was prepared in accordance with NELAC 2003 Standards for Basic Assessor Training, Chapter 3, Appendix A.

BRING TO CLASS: Hard copy of the NELAC Standard, Checklist and other class materials emailed to you prior to the start of the class. The student must print the student and carry the hard copy to class in order to receive the discounted fee.

Students should come to class knowing the contents of the NELAC standard elements in order to successfully complete the course.

LOGISTICS

Dates: June 2, 3 and 4, 2009

Location: Department of Environmental Protection, Bureau of Laboratories
2575 Interstate Dr.
Harrisburg, PA 17110
Phone: 717-346-8212

Parking: Free Parking onsite

Hotels: Near the course location:

Capital Plaza Inn | 150 Nationwide Drive | Harrisburg, PA 17110
1 (866) 221-6537

Red Roof Inn | 400 Corporate Circle, Harrisburg, PA
(717) 657-1445

Other hotel locations:

Holiday Inn Express – Harrisburg | 4021 Union Deposit Rd
Harrisburg, PA 17109
(717) 561-8100

Other hotels may be found near the city or near the location.

Driving times may be increased due to traffic in this area.

Hours: 8 AM to 5 PM (Day 1 and Day 2)
8 AM to 4 PM (Day 3)

Lunch on your own