

TRAINING REPORT

Training:

Implementation of the ISO/IEC 17025:2017

Date:

February 26th, 27th and 28th 2018 (24 training hours)

Place:

Guatemala City, Guatemala

Instructors/Facilitators

Warren Merkel (NIST, USA)¹
Imilce Zuta (PTB, Germany)²

Addressed to:

Representatives of Accreditation Bodies- ABs member of IAAC, who work in the Laboratory Accreditation Programme of the Accreditation Body - AB in order to update the programmes mentioned to the new version.

Objective:

To build capacities for the ABs representatives who work in the Laboratory Accreditation Programme on the new version of ISO/IEC 17025:2017 in order to enable ABs members of IAAC to update their Laboratory Accreditation Programme and train the personnel who manage it, aimed to have a harmonized interpretation.

Participants per Accreditation Body:

Representatives of the Laboratory Accreditation Program of the Accreditation Bodies members of IAAC selected by the corresponding Accreditation Bodies – ABs.

The organization of the host was OGA from Guatemala, who provided the facilities and material for the organization. They also had the support of the Physikalisch Technische Bundesanstalt – PTB German Technical Cooperation. PTB also provided support to some IAAC ABs representatives to attend to this workshop.

In the room we had representatives of the following ABs, members of IAAC:

- OAA- Argentina
- ONAC – Colombia
- ECA – Costa Rica
- ONARC – Cuba
- INN – Chile

¹ Convenor of WG 44 of ISO CASCO

² Active Member of WG 44 of ISO CASCO and Member of the Spanish Translation Task Force of ISO,

- ODAC – Dominican Republic
- SAE – Ecuador
- OSA – El Salvador
- OGA – Guatemala
- OHA – Honduras
- NABL – India
- JANNAC – Jamaica
- ema – Mexico
- ONA – Nicaragua
- CNA – Panama
- ONA – Paraguay
- INACAL – Peru
- TTLabs – Trinidad & Tobago
- NVLAP - USA

Additionally we had the virtual attendance of 31 participants by WebEx platform managed by IAAC representative. These participants, had the option to make questions during the development of the workshop.

Training and organization improvements:

The program of the workshop included: introduction, presentation of the key ISO/IEC 17025:2017 requirements, activities in groups and a final presentation of some key harmonized issues and feedback.

The course was developed in English and Spanish because there was simultaneous translation. The interaction with the attendant was also in English and Spanish.

After the presentation of the requirements of the technical standard discussion took place among the ABs representatives and the laboratories and stakeholders in the full sessions.

The clarification about the interpretation of the requirements was given by the instructors and of course it was valuable the comments made by the attendants.

The first outcome of this workshop was presented in the third day, the audience agreed with it and required to extend a bit more the proposal of the explanation about “Sampling”.

So currently the document “Harmonized Interpretation about ISO/IEC 17025” is still in process of elaboration. It is expected to have it ready by May 2018.

Afterwards its content will be revised jointly with IAAC. This document will be prepared in English and Spanish.

Program of the training course:

| Time | Activity | Responsible | Material |
|--------------------------------|---|-----------------------------------|---|
| First Day: 26 February | | | |
| 08:30 | Registration | | |
| 09:00 | Part 1: Introduction | | |
| | Welcome from host organization | C. Archila - OGA | |
| | The PTB-OAS/SIM/COPANT/IAAC-Project, Main outputs | I..Zuta - PTB | |
| | Presentation of training agenda, objectives, and outcomes | W. Merkel - NIST I. Zuta - PTB | Discussion/ PowerPoint |
| 10:30 | Coffee Break | | |
| 10:45 | Part 2: ISO/IEC 17025, History, revision timeline, key changes | | |
| | History of ISO/IEC 17025, revision process and timeline | W. Merkel - NIST | PowerPoint |
| | Key changes from the 2005 to 2017 version | W. Merkel - NIST | PowerPoint |
| 12:00 | Lunch | | |
| 13:00 | Part 3: Terms and definitions and process approach | | |
| | Define terms used in ISO/IEC 17025 | W. Merkel - NIST | PowerPoint |
| | Discuss laboratory activities, process flow, and associated risks | W Merkel .NIST | PowerPoint, discussion |
| | Group Activity: Process flow and risk(s). | W. Merkel - NIST I. Zuta - PTB | Small group discussion Report to full audience |
| 14:45 | Coffee Break | | |
| 15:00 | Part 4: General and Structural requirements | | |
| | Review clauses 4 and 5 of ISO/IEC 17025 | W. Merkel . NIST | PowerPoint |
| | Group Activity: Structural requirements | W. Merkel - NIST I. Zuta - PTB | Small group discussion Report to full audience |
| 16:45 | Day 1 wrap up | W. Merkel - NIST I. Zuta - PTB | Discussion |
| Second Day: 27 February | | | |
| 09:00 | Part 5: Resource requirements | | |
| | Review clauses 6.1—6.6 and Annex A | W. Merkel - NIST | PowerPoint |
| 10:30 | Coffee Break | | |

| | | | |
|-------------------------------|--|-----------------------------------|---|
| 10:45 | Part 5: Resource requirements, continued | | |
| | Group Activity: Resource requirements and metrological traceability in an energy efficiency laboratory | W. Merkel - NIST I. Zuta - PTB | Small group discussion Report to full audience |
| 12:00 | Lunch | | |
| 13:00 | Part 6: Process requirements | | |
| | Review clauses 7.1—7.5 | W. Merkel - NIST | PowerPoint |
| 14:45 | Coffee Break | | |
| 15:00 | Part 6: Process requirements, continued | | |
| | Group Activity: Method selection and validation | W. Merkel - NIST I. Zuta - PTB | Small group discussion Report to full audience |
| | Review clauses 7.6—7.8 | W. Merkel - NIST | PowerPoint |
| 16:45 | Day 2 wrap up | W. Merkel - NIST I. Zuta - PTB | Discussion |
| Third Day: 28 February | | | |
| 09:00 | Part 6: Process requirements, continued | | |
| | Presentation of a harmonized issues ³ | I-Zuta - PTB | PowerPoint Discussion with the full audience |
| | Review clauses 7.9—7.11 | W. Merkel - NIST | Power Point |
| | Group Activity: Nonconforming work scenarios | W. Merkel - NIST I. Zuta - PTB | Small group discussion Report to full audience |
| 10:30 | Coffee Break | | |
| 10:45 | Part 7: Management requirements | | |
| | Review clauses 8.1—8.9 | W. Merkel - NIST | PowerPoint |
| 12:00 | Lunch | | |
| 13:00 | Part 7: Management requirements, continued | | |
| | Group Activity: Management System, Internal Audit and Decision Rule ⁴ | I. Zuta | Small group discussion Report to full audience |
| 14:45 | Coffee Break | | |
| 15:00 | Part 8: Wrap-up | | |
| | Questions and answers | All I. Zuta - PTB | Group discussion |
| | Review of course objectives | I. Zuta - PTB | Group discussion |
| 16:30 | Evaluation | | |
| 17:00 | Closure | | |

³ New subject in the Agenda

⁴ New subject in the Agenda

Additional comments:

- The infrastructure provided by the organizers was very good for the development of the workshop, including the working group activities.
- The participation of a representative of India, on behalf of APLAC, strengthened the interaction among the participants, providing inputs from other region.
- The participation of the stakeholders and laboratories was also valuable, particularly in the group activities and discussions regarding interpretation and implementation of ISO/IEC 17025.
- It is expected that the document “Harmonized Interpretation about ISO/IEC 17025” will let us a better common understanding about the requirements of this technical standard, which extends also to the Spanish translated official version

Group Photo



April 16th, 2018

Warren Merkel – NIST
Imilce Zuta- PTB