



Laboratory Auditing Workshop

Building Your Quality System On-Site

PURPOSE

To provide the laboratory with training in basic internal auditing and corrective action management. The laboratory can then apply the skills to plan and conduct audits to relevant external standards such as ISO/IEC 17025 and the National Quality Assurance Standards for DNA Laboratories.

APPROACH

A two to four-day program, the first portion consists of training in which a group of staff selected by the laboratory is trained in the relevant program and the basic principles of auditing and corrective action implementation. Class members then perform audit exercises, each led by a participant from FQS. Finally, the on-site FQS staff participating in the program prepares a report, leading the teams and the laboratory management through the required corrective action program.

FQS provides the following services:

- **Training** - Training team members selected by the laboratory.
- **Planning** - Meeting with the team to determine and allocate tasks for all participants.
- **Auditing** – Monitoring that team members from the laboratory are in compliance with the basic principles of auditing and the key aspects of the relevant program
- **Managing and Assisting** - Taking part in the audit exercises and providing regular supervision of the team members from the laboratory
- **Reporting** - Preparing the report based on the information gathered by the entire team.
- **Identifying Corrective Action** - Identifying where corrective action is required in the report. The FQS team members discuss corrective actions with the laboratory management.
- **Ongoing Assistance** - Providing up to five hours of assistance through email and/or telephone during the three months following the class.

COST

Fees range between \$8000 and \$18,500, depending upon the size of the class and the number of days required.

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