

Using the CALA Quality Manual Template

One Training Day

What?

Learn enough about using the CALA Quality Manual Template to start writing your quality manual. Examine the approach using Key Result Areas. A quick start only.

Who?

For all laboratory staff involved in the quick start of a quality manual and quality system procedures:

- Write laboratory objectives
- Understand the impact of 17025
- Identify resources
- Understand quality structure
- Understand how to use the template

How?

This 1-day Training Course is offered by CALA and examines the application and uses of the CALA Quality Manual Template for those laboratories seeking a quick start in the preparation of a quality manual. It contains easy-to-understand approaches in developing quality objectives; the basis of the quality manual.

The course contains extensive reference to the Canadian and international interpretation and implementation guidance documents which are used by accredited laboratories.

Syllabus (09:00 - 16:30)

Introduction and Objectives

- Course Aims
- Approaches to Learning

Background and Principles

- What drives “Quality”
- Competence in a Laboratory
- Principles behind ISO/IEC 17025
- Quality Objectives and Structure

- - Break (15 minutes) - -

Basic Quality Manual Requirements

- Structure and Approaches
- Quality Manual Sections
- Determining Responsibilities
- Developing the Sections

- - Lunch (1 hour) - -

- Identifying Resources
- Obtaining Consensus
- Review and Approval

Requirements from the Standard

- People, Processes and Plant
- Document and Record Control
- Quality System Procedures

- - Break (15 minutes) - -

- Demonstrating Competence
- Acquiring Competence
- Sampling and Sample Handling
- QA and QC
- Traceability and Uncertainty
- Reporting the Results

Call us at (613) 233-5300

or

Visit http://www.cala.ca/t_caecalpubs.html to order the self-study binder