2-day In-person Seminar:

Developing Documents and Records to meet the Requirement of ISO 17025

**Location:** SFO, CA  
**Date:** October 20th & 21st, 2016  
**Time:** 9:00 AM to 6:00 PM

**Price:** $1,495.00  
(Seminar for One Delegate)

**ENROLL**

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Michael Brodsky

President, Brodsky Consultants

Michael has been an Environmental Microbiologist for more than 43 years. He is a Past President of the Ontario Food Protection Association (OFPA), The International Association for Food Protection (IAFP) and AOAC International. He serves as Chair for the AOAC Expert Review Committee for Microbiology, as a scientific reviewer in Microbiology for the AOAC Official Methods of Analysis and the AOAC Research Institute, as a reviewer for Standard Method for the Examination of Water and Wastewater, as a chapter editor on QA for the Compendium of Methods in Microbiology and as a member of ASTM Sub-committee D19.24 (Water Microbiology). He is also a lead auditor/assessor in microbiology for the Canadian Association for Laboratory Accreditation (CALA) and is Vice-chair of the CALA Board of Directors.

**Please note the registration will be closed 2 days (48 Hours) prior to the date of the seminar.**
Why should you attend:
Many laboratories struggle with developing and implementing a functional quality management system that not only complies with the management and technical requirements of ISO/IEC 17025:2005 but also meets their needs. Once accreditation has been achieved many laboratories have difficulty maintaining the QMS as evidenced by the number of non-conformances cited during the subsequent biannual audits. Why do you want to become accredited? Where do you start? For laboratories that are already accredited, how do you ensure staff adherence and ongoing compliance to minimize corrective actions arising from accreditation audits?

Overview:
QMS is the catch phrase for accreditation and is the backbone of ISO/IEC Standard 17025:2005. The Quality System Manual (QSM) is the bible in a QMS environment because, much like its predecessor, Good Laboratory Practice (GLP), it contains the policies that the laboratory is expected to follow to achieve quality results. It is in fact only the "what to do" component of a QMS. What is also needed are the "how to do it" or procedures and methods and finally the controls or evidence that it was done properly.

AGENDA:

Day One
- Lecture 1: Organization Defining a Quality Management System (QMS)
- Lecture 2: Management Components of a QMS
  - Document Control
  - Quality System
  - Review of Requests, Tenders and Contracts
  - Subcontracting of Tests and Calibrations
  - Purchasing Services and Supplies
  - Service to Customer
  - Control of Non-conforming Testing and/or Calibration Work
  - Control of Records
  - Internal Audits
  - Management Review

Day Two
- Lecture 3: Technical Components of a QMS
  - Personnel
  - Accommodation and Environmental Conditions
  - Test and Calibration Methods and Method Validation
  - Equipment
  - Measurement Traceability
  - Sampling
  - Handling of Test and Calibration Items
  - Assuring the Quality of Test and Calibration Results
  - Reporting the Results
  - Technical Records
## Group Participation

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## What You will get

1. **Learning Objectives**
2. **Participation certificates**
3. **Interactive sessions with the US expert**
4. **Post event email assistance to your queries.**
5. **Special price on future purchase of web based trainings.**
6. **Special price on future consulting or expertise services.**
7. **Special price on future seminars by GlobalCompliancePanel.**
8. **Seminar Kit – includes presentation handout, ID card, brochure, trainings catalog, notepad and pen.**
9. **Networking with industry’s top notch professionals**

## Payment Option

1. **Credit Card:** Use the Link to make Payment by Visa/Master/American Express card click on the register now link
2. **Check:** Kindly make the check payable to NetZealous DBA GlobalCompliancePanel and mailed to 161 Mission Falls Lane, Suite 216, Fremont, CA 94539, USA
3. **PO:** Please drop an email to support@globalcompliancepanel.com or call the our toll free +1-800-447-9407 for the invoice and you may fax the PO to 302 288 6884
4. **Wire Transfer:** Please drop an email to support@globalcompliancepanel.com or call our toll free +1-800-447-9407 for the wire transfer information

## Contact Information: Event Coordinator

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