



LABORATORY EXCELLENCE, SAFETY AND ACCREDITATION

Documenting an ISO/IEC 17025 Management System

3 day course

Classroom, online or in-house

Course overview

Most laboratories fail assessment on documentation rather than on technical competence, usually because the system describes a laboratory that does not exist. This course covers writing one that does. Delegates work through the documented information the standard actually requires, as distinct from what tradition has added, and produce procedures people will follow, records that evidence what happened, and a structure that survives staff turnover. Control of documents and records, method documentation, and the handling of nonconforming work are covered in detail. The course is explicit that a procedure describing an activity nobody performs is worse than none, because it converts a technical gap into a finding of dishonesty.

What you will learn

- Identify the documented information ISO/IEC 17025 actually requires
- Write procedures that the people doing the work will follow
- Design records that evidence what was done and by whom
- Control documents, versions and obsolete copies
- Document methods, including deviations and validation status
- Document the handling of nonconforming work
- Build a structure that survives staff turnover

Who should attend

- Laboratory quality managers and quality officers
- Technical managers and signatories
- Laboratory supervisors writing procedures
- Internal auditors
- Laboratories preparing for initial accreditation

Course outline

- 01 What the standard requires against what tradition added
- 02 Document hierarchy and structure
- 03 Writing a procedure somebody will follow
- 04 Records as evidence
- 05 Document and version control
- 06 Method documentation, deviations and validation status
- 07 Nonconforming work and its handling
- 08 Keeping the system true as the laboratory changes

Upcoming dates

Dates	Venue	Format	Fee per delegate
23 to 25 September 2026	Dar es Salaam, Tanzania	Classroom	USD 995
12 to 14 October 2026	Online	Online	R6,500
26 to 28 October 2026	Accra, Ghana	Classroom	USD 995
30 November to 2 December 2026	Kampala, Uganda	Classroom	USD 995



Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriscience.co.za, or WhatsApp us on **+27 63 479 1136**.

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