



### We meet in Leuven!

Thanks to the university dating back to 1425, Leuven has been an innovative city of knowledge for centuries. The historic city center's beautiful monuments and rich heritage are a great showcase, as are the modern, urban renewal projects. Culture and creativity reign. Moreover, Leuven is home to Stella Artois, a hot spot for beer buffs and gourmands. The students create a young, vibrant atmosphere and a pleasant bustle in the venerable city center. Plus, it's a shopping Mecca for demanding shoppers. In short, Leuven has all the advantages of a big city in a charming setting with a small-town feel.

### How to get there?

Right in the heart of Europe, Brussels has superb air, road and rail connections. For those who fly in, take the direct train from the airport to Leuven (direct train, 13 minutes) which brings you directly to the city center.

### Important dates:

**15 March 2024:** Registration fee payment deadline

**19-21 March 2024:** Master Class

### Contact:

European Centre for Laboratory Excellence

[master\\_class@ec4le.eu](mailto:master_class@ec4le.eu)

### Why choose this Master Class?

- EC4LE and AIM are organisations with experience
- EC4LE has been organising the 3-day course on internal auditing in laboratories since 2004
- 100 % of participants expressed that they were "Satisfied" or "Very satisfied" with the training
- AIM also organises a course on internal auditing in laboratories since 2010 with very high rates of satisfaction from the trainees
- AIM has a pool of highly qualified trainers who are also internal auditors and assessors
- EC4LE and AIM have collaborated in organising courses in English for laboratory personnel since 2018
- The training has been attended by trainees coming from over 19 different countries around the world and from important international organisations.

### Who will be the trainers at this Master Class?

Several international trainers from different European countries, all richly experienced trainers.

For more details on the technical and social programme as well as on the learning methodology used, please consult [www.ec4le.eu](http://www.ec4le.eu).



## An International Master Class on **Internal Audits in Laboratories (ISO/IEC 17025)**

19-21 March 2024

### Venue:

Romaanse Poort  
Brusselsestraat 63, 3000 Leuven

### Includes

access to the preparatory online course  
before the face-to-face event

### Co-organised by:



EUROPEAN CENTRE FOR  
LABORATORY EXCELLENCE

## Overview:

A laboratory complying with ISO/IEC 17025 is required to obtain feedback through internal audits about the conformance of the management system to the requirements of ISO/IEC 17025 and its requirements and that the management system is effectively implemented and maintained. For the feedback to be realistic, the auditors need to be competent and impartial.

This Master Class will assist you in developing practical auditing skills and offer practical experience in planning, preparing, performing, reporting, following up on issues, and closing the audit. Also, it will discuss how to plan, establish, implement and maintain an effective audit programme following the principles of the ISO 19011:2018, Guidelines for auditing management systems.

## Learning outcomes:

At the end of this Master Class, you will be able to:

- understand the purpose of internal auditing in the context of a laboratory complying with ISO/IEC 17025
- interpret and apply the requirements of the ISO/IEC 17025 standard to actual audit situations appropriately
- plan, establish, implement and maintain an effective audit programme
- define the goals of the audit program
- define risks and opportunities when developing the audit program
- define and evaluate auditor competencies
- create an individual audit plan
- distinguish between horizontal and vertical audit
- properly document objective evidence and nonconformities
- write an audit report
- improve your ability to communicate

## Who should attend?

The Master Class is suitable for anyone involved with or interested in auditing, which could include:

- internal and external auditors in laboratories
- laboratory staff responsible for the audit program
- persons who are responsible for the management system in the laboratory
- auditors of quality management systems (ISO 9001) or other management systems who want to expand their knowledge in the field of conducting audits in the laboratory according to ISO/IEC 17025
- laboratory staff involved in training colleagues

## Prerequisites:

- Familiarity with ISO/IEC 17025:2017
- Participants are kindly asked to bring the ISO/IEC 17025 with them.

## Programme:

### 19 March 2024

#### 9:00 – 17:00

- Why internal audits and what are their benefits
- workshops on understanding ISO/IEC 17025:2017 requirements
- managing an audit programme

### 20 March 2024

#### 9:00 – 17:00

- conducting an audit
- psychological aspects of auditing
- documenting nonconformities
- workshops on audit planning and preparation

### 21 March 2024

#### 9:00 – 16:00

- workshops on conducting an audit
- presentation of workshop deliverables and group discussion
- summary/ conclusion/ evaluation

## Registration and fee:

Registration fee for this three-day event is 1200 € exc. VAT. The registration fee covers participation in the Master Class, access to a preparatory online course before the face-to-face event, course materials, certificate of attendance, lunches and refreshments. The number of participants is limited; therefore, registering as soon as possible is recommended. Please use the online registration on [www.ec4le.eu](http://www.ec4le.eu). Following your registration, you will be sent an invoice. All payments shall be made before 15 March 2024.

## Discounts:

Group discount (2 participants): A group of 2 people is eligible for a 5 % discount on the second participant.  
Group discount (3+ participants): For groups of 3 or more people, there is a 5% discount for the second participant and a 10% discount for the third or more participants.

## Accommodation:

Participants organise and pay for their accommodation. There are many different hotel options in the city centre.

## Venue:

Romaanse Poort, Brusselsestraat 63, 3000 Leuven, Belgium

<https://www.leuven.be/augustinessenklooster-romaanse-poort>

## Cancellation policy:

A full refund is possible for cancellations received before 15 March 2024. No refunds will be given for cancellations received after this date or in the event of no-shows. Substitutions will be accepted up to two working days before the course date.