



## **Internal/External Auditing Based on ISO/IEC 17025:2017**

**29 & 30 October 2026 (2-day)**

Organized by

**Hong Kong Association for  
Testing, Inspection and Certification Ltd.**

**(Delivered by ex-HKAS Senior Officer)**

This two-day course provides comprehensive training for participants who conduct internal audit in accordance with ISO/IEC 17025:2017 and HOKLAS requirements.

# Objective

This two-day course provides detail explanation of the requirements of internal/external audits as stipulated in the international standard ISO/IEC 17025:2017 and HKAS criteria. It focuses on planning and technique for conducting internal/external audits. Particular attention will be given to fulfilling HOKLAS criteria for identification of root causes, resolving non-conformities and monitoring of effectiveness of corrective actions. Emphasis is also given to technical requirements for different disciplines.

On completion of the course, participants shall have adequate knowledge in conducting internal audits and pre-extension audits.

## Outline

### A. Background

- Principle and type of audits
- Requirements of ISO/IEC 17025

### B. Overview of ISO/IEC 17025

- Quality requirements
- Technical requirements

### C. Planning of an audit

- Audit programme
- Document and record review
- Preparation of checklists

### D. Conducting an audit

- Opening and closing meeting
- Questioning technique
- Critical items to be audited for each element of ISO/IEC 17025
- Witness/performance demonstration and points of awareness

### E. HKAS requirements

- Pre-assessment audit
- Role of quality manager
- Selection of auditors
- Classification of non-conformities

### F. Preparation of audit report

- Writing non-conformities
- Report summary
- Delivery of findings and agreement of actions and time frame
- Follow up of actions
- Monitoring of effectiveness

### G. Role play, exercises and case study

## Who Should Attend

This course is designed for laboratory supervisors, approved signatories, quality manager, quality officers and internal/external audits as stipulated in the international standard ISO/IEC 17025:2017 and HKAS criteria. It focuses on planning and technique for conducting internal audits. Particular attention will be given to fulfilling HOKLAS criteria for identification of root causes, resolving non-conformities and monitoring of effectiveness of corrective actions. Emphasis is also given to technical requirements for different disciplines.

On completion of the course, participants shall have adequate knowledge in conducting internal audits and pre-extension audits.

Auditors who are actively involved in quality aspects of the laboratory.

### Date

29 & 30 October 2026 (2-day)

### Time

9:30am to 5:00pm

### Venue

Near MTR station;

To be announced 1 week before the training via email

### Instructors

Ir C.K. Cheung, *BSc(1<sup>st</sup> Class Honours), MSc(Imperial College), DIC, MEng(HKU), MHKIE, Registered Professional Engineer* Previously Senior Engineer in CEDD and Senior Accreditation Officer in HKAS  
*HKICA Founding President*  
*ANAB, IAS, GAC & HKAS Assessor*  
*APAC Lead Evaluator,*  
*IAF-ILAC Evaluator*

### No. of Participants

First-come-first-served basis (Priority will be given to members.)

## Language

Chinese (with English course material)

## Registration

1. Email the complete the registration form to [info@hktic.org](mailto:info@hktic.org)
2. Prepare a crossed cheque payable to "Hong Kong Association for Testing, Inspection and Certification Ltd." for the fee.
3. Post the completed registration form and signed cheque to the following address:

HKTIC Secretariat  
 1/F., CMA Building,  
 64-66 Connaught Road Central,  
 Hong Kong

## Fee

HK\$ 4,000 for HKTIC members  
 HK\$ 4,800 for non-members

This fee covers course notes. Refreshment will NOT be provided. (Fees will be refunded for unsuccessful registration or course cancellation).

## Deadline

23 October 2026 (Friday)

## Assessment

There will be an assessment in the form of a written examination at the end of each module. Those that pass the exam will receive a 'Certificate of Achievement' from HKTIC. Others will receive a 'Certificate of Completion'.

## Enquiry

Email: [info@hktic.org](mailto:info@hktic.org)  
 Tel: 3652 7515

HKTIC Organized

**Internal/External Auditing based on ISO/IEC 17025:2017****Registration Form**

Participants: Suitable for operation and quality managers, supervisors, approved signatories, authorized representatives, auditors and quality officers

Course Content: Please refer to the detail course outline

Date and Time: **29 & 30 October 2026**, 9:30am – 5:00pm

Venue: Near MTR station; to be announced 1 week before the training via email

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Participant: Dr. / Ir. / Mr. / Mrs. / Ms. / Miss \_\_\_\_\_  
**\*Name to be shown on the certificate** \_\_\_\_\_ **Full name in block letters, surname first** \_\_\_\_\_

Organization: \_\_\_\_\_

Position / Job Title: \_\_\_\_\_

Mobile No. / Phone: \_\_\_\_\_  
**Participant** \_\_\_\_\_ **Admin., HR, etc., if applicable** \_\_\_\_\_

Email: \_\_\_\_\_  
**Participant** \_\_\_\_\_ **Admin., HR, etc., if applicable** \_\_\_\_\_

Fee (HK\$): Please tick one      HKTIC member \$4,000       Others \$4,800

Certificate (HK\$): Please tick one      Physical certificate \$10       E-certificate free

\* CTT / CTP members could enjoy a \$200 discount.\*

Payment: \_\_\_\_\_  
 Cheque No. \_\_\_\_\_ Bank \_\_\_\_\_ Amount \_\_\_\_\_

Receipt Recipient: Please tick one      Organization       Participant

Mailing address: \_\_\_\_\_  
**(For receiving the certificate and receipt)** \_\_\_\_\_

I/We do not agree with the use and provision of my/our personal data for receiving any promotional materials from Hong Kong Association for Testing, Inspection and Certification Ltd and/or its service providers .

**For registration**, please

- 1) email the completed registration form to [info@hktic.org](mailto:info@hktic.org);
- 2) prepare a signed crossed cheque payable to "Hong Kong Association for Testing, Inspection and Certification Ltd."; and
- 3) post the completed registration form and signed crossed cheque on or before 23 October 2026 to HKTIC Secretariat, 1/F., CMA Building, 64-66 Connaught Road Central, Hong Kong.

**For enquiry**, please contact HKTIC Secretariat

Email: [info@hktic.org](mailto:info@hktic.org)

Tel.: (852) 3652 7515