



Laboratory Management System Based on the ISO/IEC 17025: 2017 and Accreditation Body's Requirements

28 to 29 August 2025 (2-day)

Organized by

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

(Delivered by Ex-HOKLAS Senior Officer)

This two-day course provides training for development and implementation of a new laboratory management system in compliance with the new **ISO/IEC 17025:2017** requirements.

Objective

This two-day course provides detail explanation of the principles and requirements of quality and technical aspects of the international standard ISO/IEC 17025:2017. It provides participants guidelines for building up an effective new quality management system (QMS) for laboratory operation. The ISO 17025:2017 is completely revised to align with the newly issued ISO 9001:2015 in terms of the “**Risk Assessment**” reference to ISO 31000:2019 and also ILAC G8-09:2019 on “**Decision Rules**”. The concept of the “**Certified Reference Materials**” and the “**Metrology & Traceability**” are also introduced in this standard.

Emphasis is also given to fulfilling corresponding Accreditation Body’s (i.e. ANAB, GAC, HKAS and IAS) requirements, preparation of new accreditation or reassessment getting ready in particular for the HOKLAS assessments for Hong Kong based laboratories. On completion of the course, participants shall have adequate knowledge to establish, implement and maintain an effective laboratory management system to ISO/IEC 17025:2017; and to understand the accreditation process and to undertake structured preparation for HOKLAS or other Accreditation Body’s assessments to the ISO/IEC 17025:2017 standard.

Outline

A. New laboratory management operation system

- Overview and definition
- New international standards and development

B. Overview of ISO/IEC 17025:2017

- General requirements
- Structural requirements
- Resource requirements
- Process requirements
- Management requirements

C. General Requirement

- Impartiality
- Confidentiality

D. Structural requirement

- Organization of laboratory

E. Resource requirement

- Personnel
- Laboratory facilities & environmental conditions
- Equipment
- Metrological traceability
- External provided product & service

F. Process requirement

- Review of requests, tenders and contracts

- Selection, verification and validation of methods
- Sampling
- Handling of test or calibration items
- Technical records
- Evaluation of measurement uncertainty
- Assuring the quality of results
- Reporting of results
- Complaints
- Management of nonconforming work
- Control of data – Information management

G. Management requirement

- Management system documentation
- Control of management system documents
- Control of records
- Actions to address risks and opportunities
- Improvement
- Corrective actions
- Internal audits
- Management reviews

H. Establishment of new Lab MS

- Documentation of the quality manual and quality procedures

Who Should Attend

This course is designed for all laboratory staff who are actively involved in quality and technical aspects of the laboratory operation, including laboratory managers, supervisors, approved signatories, testing personnel & authorized representatives, etc.

Date

28 to 29 August 2025 (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(1st 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
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

20 August 2025 (Wednesday)

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
Tel.: 3652 7515

HKTIC Organized

Laboratory Management System based on the
New ISO/IEC 17025:2017 (2-day)

Registration Form

Participants: Suitable for Laboratory Managers, Supervisors, Approved Signatories,
Authorized Representatives, Test Operators and lab Auditors

Course Content: Please refer to the detail course outline

Date and Time: 28 to 29 August 2025, 9:30am – 5:00pm

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

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 ☐

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;
- 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 11 August 2025** to HKTIC Secretariat, 1/F., CMA Building, 64-66 Connaught Road Central, Hong Kong.

For enquiry, please contact HKTIC Secretariat

Email: info@hktic.org
 Tel.: (852) 3652 7515