CASCO

ISO/IEC 17000 FAMILY

ISO 17034 · Reference material producers

Competence requirements for reference material producers.

LEVELS	DURATION	FORMAT
3 levels	**1 · 2 · 3 days**	**In person or live online**
LANGUAGE	**FOR**	**CERTIFICATE**
Arabic or English	**Reference material producers**	**CASCO, with number and QR**

Who is it for?

- Reference material producers
- Bodies preparing for accreditation for the first time
- Accredited bodies before surveillance or renewal

Certificate and accreditation

- A CASCO certificate with a number and a QR code anyone can verify.
- The course is training only: accreditation itself is granted by the national accreditation body after assessment.

1. Requirements awareness

1 day · 8 hours

Understand what ISO 17034 asks of the body, and what the assessor looks for in an accreditation visit.

- Explain the structure and terms of the standard
- Understand impartiality, confidentiality and competence as it requires them
- Know your own role in the body's system

1 Day 1

1. Conformity assessment and accreditation: the full picture
2. Structure and general requirements: impartiality and confidentiality
3. Resources, competence and processes
4. The management system
5. What does the assessor see? Cases and questions

2. Internal auditor

2 days · 16 hours

Audit the body's system internally against ISO 17034 before the assessor does.

- Plan an internal audit programme that covers every requirement
- Gather evidence from records, observation and interviews
- Write clear findings and follow up corrective actions

1 Day 1

1. The requirements in an audit context
2. ISO 19011 principles and the audit programme
3. The checklist and the records required

2 Day 2

1. Role-play audit on a real body's file
2. Writing findings and the report
3. Corrective action and management review
4. Final assessment

3. Implementation for accreditation

3 days · 24 hours

Build the body's system on ISO 17034 step by step, and prepare the application file for the accreditation body.

- Run a gap analysis against the standard
- Write the manual, the procedures and the impartiality risk analysis
- Prepare the internal audit, management review and application file

1 Day 1

1. Gap analysis and the action plan
2. Structure, responsibilities and impartiality

2 Day 2

1. The documents and records required
2. Competence, qualification and monitoring
3. Processes from application to decision

3 Day 3

1. Internal audit and management review
2. The application file, the assessment visit and witness assessment
3. The plan for the coming months

Register now

Scan the code to pick a date and language and register in a minute.

WhatsApp: +20 102 848 5872 · +966 59 979 1582

Email: mohamed@cascotec.com · www.cascotec.com

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