Tac-4 | Monday, February 24 | 1:00 PM - 5:00 PM | 1/2-Day PM (4 hours)

**Course Title:** Internal Auditing of Your ISO/IEC 17025 Accredited Laboratory  
**Instructor:** Helga A. Alexander, International Accreditation Service, Inc. (IAS)

**Course Description:** This tutorial aims to teach practical internal auditing skills to individuals familiar with the activities of an ISO/IEC 17025 accredited calibration or testing laboratory. We will examine auditing principles and techniques and practice internal auditing skills. While the tutorial is based on internationally-recognized approaches to conducting internal audits, we will also draw on attendees' practical laboratory experience, as well as ensure that the requirements of ISO/IEC 17025:2017 for an internal audit are understood. The course includes easy-to-implement methods for risk-based thinking, continual improvement, and closing out findings through the analysis of root causes aimed at their elimination.

**Learning Objectives**

1. Understanding how to plan and conduct internal audits for an ISO/IEC 17025 accredited laboratory.
2. Learn how to use internal audits to improve laboratory activities and the quality management system.

**Instructor Biography:** Helga Alexander is the Calibration Program Manager for International Accreditation Service. She is responsible for assessments, maintenance, renewals and other activities related to calibration laboratories pursuing IAS accreditation to ISO/IEC 17025. In previous roles, Ms. Alexander served as Quality Systems Manager for Southern Research in Birmingham, Alabama, where she planned and conducted internal audits within the ISO 9001:2015 registered quality management system. She also served as Metrology Manager for Keithley Instruments in Cleveland, Ohio, where she implemented the ISO 17025 standard in the primary standards laboratory and assisted with ISO 9001 internal audits.