



PECB Change Log Form

GENERAL INFORMATION				
Owner / Department*		Training Development Department		
Approver / Department *		Quality Assurance Department		
Date of Approval*		2018/03/21		
Course details*	Course name:		Language:	New Version:
	ISO/IEC 17025		English	4.1
Previous Version: 4.0				
Summary of the Change: <ul style="list-style-type: none"> • This course has been updated based on the latest version of the ISO/IEC 17025:2017 standard. • General improvements on design have been made. • The technicalities (e.g. headers, footers, numbering, etc.) have been improved. • Clauses have been cited according to the latest version of the ISO/IEC 17025:2017 standard. 				
Day 1: <ul style="list-style-type: none"> ➤ This section has been modified and adopted to the latest version of ISO/IEC 17025:2017. ➤ More examples were added throughout this training course. 				
Slide Number		Slide Description:	Modifications:	Comments
<i>Current version</i>	<i>Previous version</i>			
N/A	No.01	Table of Content	This slide was deleted	Information deleted
No.02	No.18	Changed from the: Schedule for the training To: Schedule of the training	Updated the title	Information changed place and the title was updated
No.03	No.03	Normative reference	Appropriate standards have been added and their dates were updated to the most recent ones	Information added and updated



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No.04	No.04	List of acronyms	Added and updated the list of acronyms	Information added and updated
No.07	No.07	General information	<p>Changed from:</p> <p>Smoking area</p> <p>To:</p> <p>Interactive & engaging sessions</p> <p>Notes were also modified</p>	Information modified
No 08	No.08	<p>Changed from:</p> <p>Training objectives</p> <p>To:</p> <p>Learning objectives</p>	This slide has been updated and the title was modified	Information updated and the title was modified
No. 09	No.10	Educational Approach	<p>Changed form:</p> <p>Role play</p> <p>To:</p> <p>Personal reading</p> <p>Notes were also modified</p>	Information modified
No.10	N/A	Course based	This slide has been added	Information added
No. 11	No. 11	Examination	This slide has been updated	Information updated
No. 12	No. 12	<p>Changed from:</p> <p>ISO/IEC 17025 Lead Assessor</p> <p>To:</p> <p>PECB Certified ISO/IEC 17025 Lead Assessor</p>	This slide has been updated	Information updated
No. 13	No. 13	Certificate	The certificate has been updated	Information updated
N/A	No 15	Certification bodies for persons	This slide was deleted	Information deleted
N/A	No. 16	Why become a certified assessor	This slide was deleted	Information deleted



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N/A	No. 17	Customer service	<i>This slide was deleted</i> <i>The information presented on the notes has been merged and placed on slide 7 of this version</i>	<i>Information deleted</i>
<i>Section 2: The content of this section has been intensely modified and appropriately adopted to ISO/IEC 17025:2017. Some of the slides have modified and changed place.</i>				
No. 17	No.21	Changed from: <i>What is ISO?</i> To: <i>ISO Structure</i>	<i>Updated the following information:</i> <ul style="list-style-type: none">• <i>ISO is a network of national standardization bodies from over 161 countries.</i>• <i>The final results of ISO works are published as international standards.</i>• <i>Over 22,000 standards have been published since 1947.</i>	<i>Information updated</i>
No. 21	N/A	<i>The ISO/IEC 17025 Standard</i>	<i>This slide has been added</i>	<i>Information added</i>
No. 24	No.27	<i>Management system standards</i>	<i>Updated the following information:</i> <i>Since 1947, ISO has published over 22,000 international standards. ISO publishes standards related to traditional activities such as agriculture and construction, but also publishes standards in relation to contemporary media devices and information technologies, such as the digital coding of audiovisual signals for multimedia applications.</i>	<i>Information updated</i>



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No. 25	No. 30	Other Laboratory-Related Standards	<p>Updated the example provided for the other laboratory related standards because some of the guides have been withdrawn e.g.</p> <p>ISO/IEC Guide 43-1,2 - Proficiency testing by interlaboratory comparisons</p> <p>ISO/IEC Guide 58 - Calibration and testing laboratory accreditation systems</p>	Information updated
No. 28	N/A	Relationship between ISO/IEC 17025 and ISO 9001	Added a slide describing the relationship between ISO/IEC 17025 and ISO 9001	Information added
No. 29	No. 32	ISO/IEC 17000 Family	This slide has been updated because some of the information was outdated	Information updated
No. 30	No. 36	ISO/IEC 17011	This slide has been updated according to the latest version of ISO/IEC 17011:2017	Information updated
N/A	No. 42	Legal aspects	This slide has been deleted	Information deleted
N/A	No. 43	Slide notes extension	This slide has been deleted	Information deleted
N/A	No. 44	Laws and regulations affecting laboratories	This slide has been deleted	Information deleted
N/A	No. 45	Slide notes extension	This slide has been deleted	Information deleted
No. 36	No.47	Certified ISO/IEC 17025 Lead Assessor Training	<p>The following have been updated:</p> <ul style="list-style-type: none">a. Accreditation processb. Accreditation schemec. Accreditation authorityd. Certification bodye. Certification bodies for personsf. Accreditation vs. certificationg. Steps to accreditation	Information updated
No. 37	No. 50	Accreditation process	This slide has been modified	Information modified
No. 38	No. 52	Accreditation scheme	This slide has been modified	Information modified
No. 39	No. 53	Accreditation authority	This slide has been modified	Information modified



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No. 40	No. 56	Certification body	This slide has been modified	Information modified
No. 41	No. 57	Certification Bodies for Persons	<i>Added the following information</i> <ul style="list-style-type: none">● ISO/IEC 17024 specifies the criteria for an organization that conducts certification of persons in relation to specific requirements, including developing and maintaining a certification scheme for persons● PECB is accredited under ISO/IEC 17024● Most organizations proposing certifications of professionals are not accredited certification bodies	<i>Information added</i>
No. 42-44	N/A		<i>These slides have been added</i>	<i>Information added</i>
<i>Section 4: Please note that this section has been drafted from scratch and it contains the updated definitions of the ISO/IEC 17025 standard.</i>				
<i>Section 5: The section has been drafted from scratch. Similarities to the other version(s)' slide design and content shall not be assumed. Explanations and examples have been added. Thus, this section has been entirely changed.</i>				

Day 2:**Section 6: Assessment concepts and principles**

- *Titles and content have been modified.*
- *This section has been drafted from scratch.*
- *Information and examples regarding the latest version of the ISO/IEC 17025 has been added.*
- *This section includes the following information: concepts of assessment, assessment techniques, roles and responsibilities of lab assessor, principles of assessment and ethics.*

Section 7: Assessment approach based on evidence and risk

- *Titles and content have been modified.*
- *Please note that some slides have been added, at the meantime, some of them have been deleted.*
- *This section includes the following information: assessment evidence, evidence collection, assessment evidence categories, types of assessment evidence, reliability of assessment evidence, assessment approach based on risk, materiality, and assessment planning.*

Section 8: Initiating the assessment

- *Titles and content have been modified.*
- *This section has been modified and adopted to the latest version of ISO/IEC 17025:2017.*
- *More examples were added throughout this section.*
- *Please note that the framework of the ISO/IEC 17025 Lead Assessor course has been modified from the previous version and it includes the following steps in section 8: application review, feasibility of the assessment, appointing the assessment team, defining the assessment objectives, validating the assessment scope and defining the assessment criteria.*

Section 9: Stage 1 assessment

- *Titles and content have been modified.*
- *This section has been updated based on the assessment best practices.*
- *The clauses have been cited according to the latest version of the ISO/IEC 17025 standard.*
- *Examples were added.*
- *Please note that the framework of the ISO/IEC 17025 Lead Assessor course has been modified from the previous version and it includes the following steps in section 9: site visit, communication with key stakeholders, documentation review, stage 1 assessment report.*

Section 10: Preparing the stage 2 assessment (on-site assessment)

- *Titles and content have been modified.*
- *This section has been updated based on the assessment best practices.*
- *The clauses have been cited according to the latest version of the ISO/IEC 17025 standard.*
- *Examples were added.*
- *Please note that the framework of the ISO/IEC 17025 Lead Assessor course has been modified from the previous version and it includes the following steps in section 10: preparing the assessment plan, assigning the assessors, creating assessment tests and work documents.*

Day 3:**Section 11: Stage 2 assessment**

- *Titles and content have been modified.*
- *This section has been modified and updated with information related to the stage 2 assessment.*
- *Information regarding audit activities has been deleted.*
- *Examples were added.*
- *Please note that the framework of the ISO/IEC 17025 Lead Assessor course has been modified from the previous version and it includes the following steps in section 11: opening meeting, collecting information, conducting assessment tests, assessment findings and nonconformity reports, quality assurance.*

Section 12: Communication during the assessment

- *Titles and content have been modified.*
- *This section has been modified according to assessment best practices.*
- *Information related to audit has been deleted since it was not applicable to this standard.*
- *More examples have been added.*
- *This section includes the following information: behaviour during the assessment, communication, assessment team members, conflict management, cultural aspects of the assessment, and communication with the management.*

Section 13: Assessment procedures

- *Titles and content have been modified.*
- *This section has been modified. Information related to assessment procedures and methods have been added.*
- *ISO/TR 13587 standard has been added as a supporting standard which better demonstrates the assessment procedures.*
- *Information related to the audit procedures has been deleted.*
- *More examples have been added.*
- *This section includes the following information: overview of the assessment process, evidence collection and analysis procedure, assessment procedure: observation, assessment procedure: document review, assessment procedure: interview, assessment procedure: analysis, assessment procedure: technical verification, assessment procedure: corroboration, and assessment procedure: evaluation.*
- *Information regarding statistical approaches – measurement uncertainty has been added.*
- *Frequentist Approach has been added to demonstrate the measurement uncertainty more clearly.*
- *Bayesian Approach has been added to demonstrate the measurement uncertainty more clearly.*

Section 14: Creating assessment test plans

- *Titles and content have been modified.*
- *More examples have been added.*
- *Information regarding the latest version of the ISO/IEC 17025 standard has been added.*
- *This section includes the following information: creating assessment test plans, and examples of assessment test plans.*

Section 15: Drafting assessment findings and nonconformity report

- *Titles and content have been modified.*
- *This section changed place from section 12 to section 15.*
- *More examples have been added.*
- *Information regarding the latest version of the ISO/IEC 17025 has been added.*
- *Information related to audit procedures has been deleted.*
- *This section includes the following information: assessment findings, types of possible assessment findings, documenting the assessment findings, statement of nonconformity, drafting a nonconformity report, and benefit of the doubt.*

Day 4:**Section 16: Assessment documentation and quality assurance**

- *This section changed place. Information moved from Day 3 to Day 4.*
- *Titles and content have been modified.*
- *More examples have been added.*
- *Information regarding the latest version of ISO/IEC 17025 has been added.*
- *This section includes the following information: work documents, archive the assessment records, quality assurance, and document the quality assurance.*

Section 17: Closing the assessment

- *Inappropriate information has been deleted.*
- *Titles and content have been modified.*
- *More examples have been added.*
- *Information regarding the latest version of ISO/IEC 17025 has been added.*
- *This section includes the following information: preparing the assessment conclusions, discussing the assessment conclusions, conducting the closing meeting, preparing the assessment report, distributing the assessment report, assessment follow-up, accreditation decision, and closing the assessment.*

Section 18: Evaluation of action plans by the assessor

- *Information has been modified and appropriately adapted to the standard.*
- *Titles and content have been modified.*
- *More examples have been added.*
- *Information regarding the latest version of ISO/IEC 17025 has been added.*
- *This section includes the following information: submission of action plans by the laboratory, content of action plans, and evaluation of action plans by the assessor.*

Section 19: Beyond the initial assessment

- *Inappropriate information has been deleted.*
- *More information related to assessment surveillance activities and surveillance visit have been added.*
- *Titles and content have been modified.*
- *More examples have been added.*
- *Information regarding the latest version of ISO/IEC 17025 has been added.*
- *This section includes the following information: surveillance activities, surveillance visits, reassessment, accreditation certification, and using the ISO trademarks.*

Section 20: Managing an internal audit programme

- *This section is more focused on managing an Internal Audit programme.*
- *Clauses from ISO 19011 have been added.*
- *Titles and content have been modified.*
- *Information regarding the latest version of ISO/IEC 17025 has been added.*
- *This section includes the following information: managing an internal audit programme, independence, objectivity and impartiality of the internal audit function, role of the internal audit function, main services and activities of the internal audit, internal audit programme resources, internal audit programme procedures, internal audit tools, internal audit programme records, and follow-up on nonconformities.*



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<p><i>Section 21: Competence and evaluation of assessors</i></p> <ul style="list-style-type: none">➤ <i>Information has been modified and updated based on the ISO/IEC 17025 standard.</i>➤ <i>The Attendance Record has been updated.</i>➤ <i>Titles and content have been modified.</i>➤ <i>More accurate content has been added.</i>➤ <i>Information regarding the latest version of ISO/IEC 17025 has been added.</i>➤ <i>This section includes the following information: competencies and evaluation of assessors, qualification of assessors by industry sector, competencies of assessment team leaders, PECB ISO/IEC 17025 certification scheme, PECB certification process.</i> <p><i>Section 22: Closing the training</i></p> <ul style="list-style-type: none">➤ <i>Titles and content have been modified.</i>➤ <i>Information regarding the latest version of ISO/IEC 17025 has been added.</i>➤ <i>This section includes the following information: evaluation of the training, other trainings and certifications, and other assessor trainings and certifications.</i>

Other Materials	Task	Description	Comments	Completed
Case Study	Update the case study	Case study should be aligned with the new version of the course	The Case Study has been updated	<input checked="" type="checkbox"/>
Exercises	Update the exercises	Exercises should be aligned with the new version of the course	The Exercises have been updated	<input checked="" type="checkbox"/>
Correction Keys	Update the correction keys	Correction keys should be aligned with the new version of the course	The Correction Key of Exercises has been updated	<input checked="" type="checkbox"/>
Exam 01	Update the exam	The exam should be aligned with the new version of the course	Exam 01 has been updated	<input checked="" type="checkbox"/>
Exam 02	Update the exam	The exam should be aligned with the new version of the course		<input type="checkbox"/>
Exam Preparation Guide (EPG)	Update the EPG	The EPG should be aligned with the new version of the course		<input type="checkbox"/>
Candidate Handbook (CH)	Update CH	The CH should be aligned with the new version of the course		<input type="checkbox"/>
Course Description	Update Course Description on the web	The CD should be aligned with the new version of the course		<input type="checkbox"/>
Other Supporting Materials (Ex. Videos, Samples)	Update other supporting materials of the course	Other supporting materials should be aligned with the new version of the course	N/A	<input type="checkbox"/>



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Comments:

Since this training had to undergo through major changes, it was impossible to keep track of the changes made in each slide. Therefore, general comments describing the major changes have been added.