

Change Log Form

GENERAL INFORMATION						
Course Develop	er Manager**	[Albina Osmani]				
Department*		[Training Development [Department]			
Date*		2016-11-18				
		Course name:		Language	Current Version	Subsequent Version
Course details*		[ISO 13485 Lead Audito	or]	[English]	[7.4]	[7.3]
Day 1:						
Slide Number	Slide Des	cription:	Γ	Modifications:	Com	ments



		Main standards:	
		Updated ISO 13485:2003 with ISO	
		13485:2016, ISO 17021 with ISO	
		17021-1. Removed ISO 14969:2004 as	
		a reference from main standards	
		because this standard has been	
No.2	Normative References	withdrawn by ISO	Updated and withdrawn standards
		Other standard references:	
		Updated ISO 9000:2005 with ISO 2015,	
		ISO 9001:2008 with ISO 9001:2015.	
		ISO 17021 with ISO 17021-1 and	
		14001:2004 with ISO 14001:2016	
No.12	Certified ISO 13485 Lead Auditor	Updated credential to: "PECB Certified ISO 13485 Lead Auditor"	Updated information
No.13	Certificate	Updated certificate	Updated information



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		Slide: Main services:	
		 Certification of persons Certification of products Certification of management systems Certification of training organizations Certification of trainers Certification of trainers Certification of auditors 	
No. 14	What is PECB?	Notes: PECB is a certification body for persons, management systems, and products on a wide range of international standards. As a global provider of training, examination, audit, and certification services, PECB offers its expertise on multiple fields, including but not limited to Information Security, IT, Business Continuity, Service Management, Quality Management Systems, Risk & Management, Health, Safety, and Environment. We help professionals and organizations to show commitment and competence with internationally recognized standards by providing this assurance through the education, evaluation and certification against rigorous, internationally recognized competence requirements. Our mission is to provide our clients comprehensive services that inspire trust, continual improvement, demonstrate recognition, and benefit	Updated information related to PECB services
		society as a whole. PECB is accredited by IAS against ISO/IEC 17024, ISO/IEC 17021-1, ISO/IEC 17065.	



No. 20,21	What is ISO?	 ISO is a network of national standardization bodies from over 163 countries Over 21 000 standards have been published since 1947 	Updated information
No.24	Seven ISO Management Principles	 Seven ISO Management principles: 1. Customer focus 2. Leadership 3. Engagement and competence of people 4. Process approach 5. Improvement 6. Informed decision making 7. Relationship management 	Updated information
No.28	Integrated Management System	Common structure of ISO standards updated	Updated information based on the latest standard versions
No.29	Other Quality and Medical-Related Standards	Removed ISO 14969	Withdrawn standard
No.31	History of the ISO 13485 Standard	Added 2016 as an Important date	Updated information
No.32	ISO 13485	Updated ISO 13485:2003 with ISO 13485:2016, clause 0.1- general content as in 13486:2016	
No.33	ISO 14969	Removed ISO 14969:2004	Withdrawn standard
No.34	Legal conformity	Updated clause 1.1 – general of ISO 13485:2003 with clause 1 – Scope of ISO 13485:2016	Updated information
No. 35	Certification Schema	Updated ANSI with IAS	Updated information



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No.59	Accreditation Authority	Updated the logo of ANSI with the logo of IAS	Updated logo
No.61	Certification body	Updated 17021 with 17021-1 Clause 1 – Scope, ISO 17021-1 – Introduction and added the logo of PECB	Updated clauses and information
No.64	Personnel Certification Bodies	Updated ANSI with IAS	Updated information
No.68	What is Quality?	Updated clauses of ISO 9000:2005 with clauses of ISO 9000:2015 clause 3.1.1 and clause 3.1.2 with 3.6.2 and 3.6.4	Updated standards
No.75	Medical Devices	Updated ISO 13485:2003 Clause 3- terms and definitions with ISO 13485:2016 Clause 3 – terms and definitions	Updated content
No.76	Medical Devices	Updated ISO 13485:2003 Clause 3- terms and definitions with ISO 13485:2016 Clause 3 – terms and definitions	Updated standards
No.80	Definition of QMS	Updated clauses of ISO 9000:2005 with clauses of ISO 9000:2015 Clause 3.1.1 – Quality to Clause 3.6.2 – Quality Clause 3.2.1 – System to Clause 3.5.1 – System	Updated standards



No.87	Structure of the ISO 13485 Standard	Annex A (informative) Correspondence between ISO 13485:2003 and ISO 13485:1996 to Annex A (informative) Correspondence between ISO 13485:2003 and ISO 13485:2016. Annex B (informative) Explanation of differences between ISO 13485:2003 and ISO 9001:2000 to Annex B (informative) Explanation of differences between ISO 13485:2016 and ISO 9001:2015	Updated annexes
No.88	Establish the QMS	Updated clause 4.1: General Requirements content of ISO 13485:2003 with the new information on clause 4.1: General requirements on ISO 13485:2016	Updated clauses
No.89	Documentation Requirements	ISO 13485:2003 Clause 4.2.1 – ISO 13485 Clause 4.2.3	Updated clauses
No.93	Management Responsibility	ISO 13485:2003 Clause 5.3 Quality policy to ISO 13485 Clause 5.3 Quality policy	Updated content
No.98	Management Responsibility	ISO 13485:2003 Clause 5.5.2 Management Representative – ISO 13485:2016 Clause 5.5.2 Management representative	Updated content



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No.100	Management Responsibility	ISO 13485:2003 Clause 5.6 Management Review – ISO 13485:2016 Clause 5.6 Management review	Updated content
No.101	Resource Management	ISO 13485:2003 Clause 6.1 Provision of resources – ISO 13485:2016 Clause 6.1 Provision of resources	Updated content
No.102	Resource Management	ISO 13485:2003 Clause 6.2 Human resources – ISO 13485:2016 Clause 6.2 Human resources	Updated content
No.103	Resource Management	ISO 13485:2003 Clause 6.3 Infrastructure – ISO 13485:2016 Clause 6.3 Infrastructure	Updated content
No.104	Resource Management	ISO 13485:2003 Clause 6.4 work environment – ISO 13485:2016 Clause 6.4 work environment and contamination control	Updated content
No.105	Product Realization	ISO 13485:2003 Clause 7.1 planning of Product Realization – ISO 13485:2016 Clause 7.1 planning of Product Realization	Updated content
No.106	Product Realization	ISO 13485:2003 Clause 7.2 Customer Related Processes – ISO 13485:2016 Clause 7.2 Customer Related Processes	Updated content



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No.107	Product Realization	ISO 13485:2003 Clause 7.3.1 Design and development planning – ISO 13485:2016 Clause 7.3.2 Design and development planning	Updated content and clause
No.108	Product Realization	ISO 13485:2003 Clause 7.3.2 & 7.3.3 Design and development inputs and outputs – ISO 13485:2016 Clause 7.3.3&7.3.4 Design and development inputs and outputs	Updated content and clause
No.110	Product Realization	ISO 13485:2003 Clause 7.3.3 & 7.3.7 – ISO 13485:2016 Clause 7.3.5 & 7.3.7	Updated content and clause number
No.111	Product Realization	Added clauses 7.3.8 to 7.3.10	Added clauses of ISO 13485:2016
No.112	Product Realization	ISO 13485:2003 Clause 7.4 Purchasing – ISO 13485:2016 Clause 7.4 Purchasing	Updated content



No.114,114, 116	Product Realization	 Updated and added new clauses: Clause 7.5.1 Control of production and service provision Clause 7.5.2 Cleanliness of product Clause 7.5.3 Installation activities Clause 7.5.4 Servicing activities Clause 7.5.5 Particular requirements for sterile medical devices Clause 7.5.6 Validation of processes for production and service provision Clause 7.5.7 Particular requirements for validation of processes for sterilization and sterile barrier systems Clause 7.5.9 Traceability Clause 7.5.10 Customer property Clause 7.5.11 Preservation of product 	Standard updates
No.118	Product Realization	ISO 13485:2003 Clause 7.5.3 Identification and traceability – ISO 13485:2016 Clause 7.5.8 & 7.5.9 Identification, Traceability	Updated clauses and notes



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No.119	Product Realization	ISO 13485:2003 Clause 7.5.4 customer property – ISO 13485:2016 Clause 7.5.10 Customer Property	
No.120	Product Realization	ISO 13485:2003 Clause 7.5.5 preservation of product – ISO 13485:2016 Clause 7.5.11 preservation of product	Lindated clauses
No. 121	Measurement, Analysis and Improvement	ISO 13485:2003 Clause 8 measurement, analysis and improvement – ISO 13485:2016 Clause 8 measurement, analysis	Updated content
No.122	Measurement, Analysis and Improvement – slide notes extension	ISO 13485:2003 Clause 8 measurement, analysis and improvement – ISO 13485:2016 Clause 8 measurement, analysis	Updated content
		Day 2:	
Slide Number	Slide Description:	Modifications:	Comments
No.5	ISO 17021-1	ISO 17021-1: 2015	Updated standard
No.14	Audit Principles	ISO 17021 Clause 4.1.2 - ISO 17021-1 Clause 4.1.2	Updated content
No.17	Fair presentation – slide notes extension	ISO 17021 Clause 5.2 - ISO 17021-1 Clause 5.2	Updated content
No.18	Fair presentation – slide notes extension	ISO 17021 Clause 5.2 - ISO 17021-1 Clause 5.2	Updated content
No. 23	Confidentiality principles	Updated clause 8.4, 17021-1.	Updated standard



No.24	Confidentiality principles – slide for notes extension	 ISO 17021-1, clause 8.4 – Confidentiality 8.4 Confidentiality 8.4.1 The certification body shall be responsible, through legally enforceable agreements, for the management of all information obtained or created during the performance of certification activities at all levels of its structure, including committees and external bodies or individuals acting on its behalf. 8.4.2 The certification body shall inform the client, in advance, of the information it intends to place in the public domain. All other information, except for information that is made publicly accessible by the client, shall be considered confidential. 8.4.3 Except as required in this part of ISO/IEC 17021-1, information about a particular certified client or individual shall not be disclosed to a third party without the written consent of the certified client or individual concerned. 8.4.4 When the certification body is required by law or authorized by contractual arrangements (such as with the accreditation body) to release confidential information, the client or individual concerned shall, unless prohibited by law, be notified of the information provided. 8.4.5 Information about the client from sources other than the client (e.g. complainant, regulators) shall be treated as confidential, consistent with the certification body's policy. 	Updated standard
		certification body's policy. 8.4.6 Personnel, including any	



No.27	Threats to independence	Updated clause 4.2.4 – threats to impartiality	Updated the content
No.28	Threats to independence – slide notes extensions	Updated clause 4.2.4 – threats to impartiality	Updated the content
No.30	Consultancy services and audit	Updated ISO, 17021-1 clause 3.3 & 5.2.7	Updated clauses
No.35	Section Summary	Updated ISO 17021-1	Standard update
No.37	Audit approach based on evidence	Updated ISO 17021-1, clause 4.2.3	Standard update
No.40	1. Physical evidence	Updated the following clauses of ISO 13485:2016 Clause 6.3 (Infrastructure): Documented auditor observations of the infrastructure of the organization such as buildings and workspace after a site tour. Clause 6.4 (Work environment and contamination control): Documented auditor observations and inspection notes of the work environment factors such as temperature, humidity, airflow, air filtration, cleanliness of work surfaces and process. Clause 7.5.8 (Identification): The organization shall document procedures for product identification and identify product by suitable means throughout product realization. Clause 7.5.9 (Traceability): The organization shall document procedures for traceability. These procedures shall define the extent of traceability in accordance with applicable regulatory requirements and the records to be maintained	Standard update



No.41	2. Mathematical evidence	Updated the following clauses of ISO 13485:2016 Clause 6.2 (Human Resources): Calculating the number of training hours received by employees related to the QMS and confirm if this meets the objectives. Clause 7.5.1 (Control of production and service provision): Calculation of the average time to perform a work instruction and verify if this meets what in state in the instruction by the auditor. Clause 8.4 (Analysis of data): The auditor can verify how the organization determines, collects and analyzes appropriate data to demonstrate the suitability and effectiveness of the QMS.	Standard update
No.42	3. Confirmative Evidence	Updated the following clauses of ISO 13485:2016 Clause 6.2 (Human resources): Professional certificate issued by a recognized professional training organization. Clause 7.5.5 (Preservation of product): Audit report from an external consultant that confirms that the organization complies to this requirement.	Standard update



No.43	4. Technical Evidence	Updated the following clauses of ISO 13485:2016 Clause 7.5.1 (Control of production and service provision): The auditor's observation notes on the analysis of the implementation of defined operations for labelling and packaging. Clause 7.5.6 (Validation of processes for production and service provision): The auditor's observation notes on the technical analysis of a production process of the organization. Clause 7.6 (Control of monitoring and measuring equipment): Analysis of the calibration of equipment of the organization.	Standard update
No.44	5. Analytical Evidence	Updated the following clauses of ISO 13485:2016 Clause 6.2 (Human Resources): Analysis result of a sample of an employee competency test that measures their understanding of the processes in place in the organization. Clause 8.2.6 (Monitoring and measurement of product): Analysis result on a sample of products to verify that the product requirements have been met. Clause 8.2.1 (Feedback): Analysis result of a customer feedback survey.	Standard update



No.45	6. Documentary Evidence	Updated the following clauses of ISO 13485:2016 Clause 4.2.2 (Quality Manual): Verification of the organization's quality manual. Clause 4.2.4 (Control of documents): Verification of the control of documents procedure of the organization. Clause 5.3 (Quality policy): Verification of the quality policy of the organization.	Standard update
No.46	7. Verbal Evidence	Updated the following clauses of ISO 13485:2016 Clause 5.1 (Management commitment): Notes on discussions held with management explaining their commitment to the management system. Clause 5.5.2 (Management representative): Notes on the discussion held with the management representative to understand his roles and responsibilities related to the management system. Clause 7.4.1 (Purchasing process): Notes on the discussion held with the procurement manager explaining the purchasing process.	Standard update
No.49	Reliability of Audit Evidence	Updated the number of Clause 7.5.11 (Preservation of product):	Standard update



		Update	d the following clauses of ISO	
		13485:2		
		1	Control of records (4.2.5),	
			Records shall remain legible,	
			readily identifiable and	
			retrievable;	
		2	Management commitment	
		۷.	(5.1a), Top management shall	
			provide evidence of its	
			commitment to the development	
			and implementation of the	
			Quality Management System	
			and maintaining its	
			effectiveness by a)	
			- ,	
			communicating to the	
			organization the importance of	
			meeting customer as well as applicable and regulatory	
			<u>requirements;</u>	
		2	Planning of product	
		З.	realization (7.1a), In planning	
			product realization, the	
			organization shall determine the	
			following, as appropriate: a)	
			quality objectives and	
No.50	Exercise 5		requirements for the product;	Standard update
110.00		4	Design and development	Standard apadito
		7.	verification (7.3.6), Verification	
			shall be performed in	
			accordance with planned and	
			documented arrangements to	
			ensure that the design and	
			development outputs have met	
			the design and development	
			input requirements. Records of	
			the results of the verification	
			and any necessary actions shall	
			be maintained.	
		5.	Internal audit (8.2.4), The	
			organization shall conduct	
			internal audits at planned	
			intervals to determine whether	
			the quality management system	
			conforms to planned and	
			documented arrangements	



No.61	1.1 Application Review	Updated ISO 17021-1, clause 9.1.2 – Application review	Standard update
No.65	1.5 Validation of the Audit Scope	Updated ISO 17021-1, clause 9.1.5: Multi-site sampling	Standard update
No.70	1.8 Signing the Certification Agreement	ISO 17021-1, clause 5.1.2: Certification agreement	Standard update
No.76	Certified ISO 13485 Lead Auditor Training	Updated (ISO 17021-1, clause 9.2.3.1).	Standard update
No.77	Objectives of the Stage 1 Audit	Updated ISO 17021-1, clause 9.3.1.2.2	Standard update
No.79	Stage 1 Audit Steps	Updated the following clauses from ISO 17021-1 9.3.1.2.1 9.3.1.2.2 9.3.1.2.3 9.3.1.2.4	Standard update
No.80	2.1. Site Visit	Updated ISO 17021-1, clause 9.1.9.1: Conducting on-site audits – General	Standard update
No.81	2.2. Contacts with key stakeholders	Updated ISO 17021-1, Clause 9.3.1.2.1	Standard update
No.83	2.3 Document review	Updated ISO 17021-1, Clause 9.3.1.2.2	Standard update



No.87	Documentation requirements	Updated ISO 13485:2016 documented procedures: 4.2.4 Control of documents 4.2.5 Control of records 8.2.4 Internal audit 8.3 Control of nonconforming product 8.5.2 Corrective action 7.1 Planning of product realization 7.2.2 Review of requirements related to the product 7.3.1 Design and development 7.4.1 Purchasing process 7.5.1 Control of production and service provision 7.5.2 Cleanliness of product 7.5.3 Installation activities 7.5.4 Servicing activities 7.5.6 Validation of processes for production and service provision 7.5.7 Particular requirements for validation of processes for sterilization and sterile barrier systems 7.5.8 Identification 7.5.9 Traceability 7.5.11 Preservation of product 7.6 Control of monitoring and measuring equipment 8.2.1 Feedback 8.4 Analysis of data 8.5 Improvement	Standard update
No.90	Verification of Internal Audit Documents	Updated content that included clause 8.2.4 of ISO 13485:2016	Standard update
No.91	Verification of the Control of Documents	Updated ISO 13485, clause 4.2.4: Control of documents	Standard update
No. 92	Control of Records	Updated the content of ISO 13485, Clause 4.2.5	Standard update



No.94	2.4 Stage 1 Audit Report	Updated ISO 17021-1, clause 9.3.1.2.3	Standard update
No.97	Certified ISO 13485 Lead Auditor Training	Updated ISO 17021-1, clause 9.4.1 : Conducting audits – General	Standard update
No.98	Stage 2 Audit Objectives	Updated ISO 17021-1, clause 9.3.1.3	Standard update
No.100	3.1 Preparing the Audit Plan	Updated ISO 17021-1, clause 9.2.3.4: Communication of audit plan	Standard update
No.101	Audit Plan Details	Updated ISO 17021-1, clause 9.2.3.2: Preparing the audit plan	Standard update
No.110	Certified ISO 13485 Lead Auditor Training	Updated ISO 17021-1, clause 9.4: Conducting audits– General	Standard update
No.112	4.1 Conducting the opening meeting	Updated ISO 17021-1, clause 9.4.2 : Conducting the opening meeting	Standard update



Day 3:									
Slide Number	Slide Description:	Modifications:	Comments						
No.23	Communication with the Management	Updated clauses of ISO 13485:20161. QMS general requirements (4.1)2. Management commitment (5.1)3. Quality policy (5.3)4. Quality objectives (5.4.1)5. QMS planning (5.4.2)6. Responsibility and authority (5.5.1)7. Management review (5.6)8. Human resources (6.2)9. Infrastructure (6.3)10. Work environment and contamination control (6.4)11. Results of internal audits (8.2.4)	Standard update						
No. 47	Examples of Frequent Analyses	Updated clauses of ISO 13485:2016 Control of documents (4.2.4) Control of records (4.2.5) Human Resources (6.2) Communication (7.2.3) Design and development (7.3) Purchasing information (7.4.2) Identification (7.5.8) Traceability (7.5.9) Feedback (8.2.1) Analysis of data (8.4) Corrective action (8.5.2) Preventive action (8.5.3)	Standard update						
No.64	Example 1: Control of Records	Updated ISO 13485, Clause 4.2.5	Standard update						
No.65	Example 2: Responsibility and Authority	Updated ISO 13485, Clause 5.5.1	Standard update						



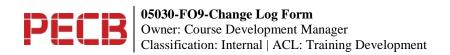
No.66	Example 3: Provision of Resources	Updated ISO 13485, Clause 6.1	Standard update
No.67	Example 4: Human Resources	Updated ISO 13485, Clause 6.2	Standard update
No.68	Example 5: Internal Audit	Updated ISO 13485, Clause 8.2.4 (Extract)	Standard update
No.69	Example 6: Management Review	Updated ISO 13485, Clause 5.6 (extract)	Standard update
No.75	Non-conformity	Updated ISO 9000 3.6.11 Conformity: Fulfilment of a requirement 3.6.9 Nonconformity: Non-fulfilment of a requirement.	Standard update
No.77	Minor Non-conformity	Updated ISO 13485, clause 8.5.2d: Corrective action ISO 13485, clause 5.3: Policy	Standard update
No.79	Major Non-conformity	Updated ISO 13485, clause 6.2: Human Resources ISO 13485, clause 5.6.1	Standard update
No.84	Drafting a Non-conformity Report	Updated Clause number: 5.6.1	Standard update
No.86	Questions?	Updated section summary ISO 9000 (clause 3.6.9)	Standard update



		Day 4:	
Slide Number	Slide Description:	Modifications:	Comments
No. 4	Work Document Example	Updated Clauses 5.4., 8.5.1	Standard update
No.10	Documenting the Quality Review	Updated 5.1 Management commitment, 8.5 Improvement	Standard update
No.15	5.1. Preparing Audit Conclusions	Updated ISO 17021-1, clause 4.4.2	Standard update
No.24	5.4. Preparing the Audit Report	Updated ISO 17021-1, clause 9.4.8.1: Audit report	Standard update
No.27	Writing Recommendations for Improvement	Updated ISO 17021-1, Clause 9.4.8.1	Standard update
No.28	Recommendations for Improvement	Updated content for clause 7.5.11 and 7.5.9	Standard update
No.30	5.6. Audit Follow-up	Updated ISO 17021-1 Clause 9.4.10: Effectiveness of corrections and corrective actions	Standard update
No.32	5.7. Certification Decision	Updated ISO 17021-1, Clauses 7.5.2, 9.5.3.1, 9.5.3.2 & 9.5.1.1	Standard update
No.38	Submission of Action Plans by the Auditee	Updated ISO 17021-1, Clause 9.4.9	Standard update
No.47	6.1. Surveillance Activities	Updated ISO 17021-1, Clauses 9.6.2.1.2 & 9.6.4.2	Standard update
No.48	Surveillance Activities	Updated ISO 17021-1, Clauses 9.6.2.1.2 & 9.6.4.2	Standard update



No.49	6.2. Surveillance Audit	Updated ISO 17021-1, Clauses 9.6.2.2	Standard update
No.50	Main Elements to Audit during a Surveillance Audit	<i>Updated ISO 17021-1, clause 9.6.2.2 Surveillance audit</i>	Standard update
No.52	6.3. Recertification Audit	Updated ISO 17021-1, Clause 9.6.3	Standard update
No.54	Certification	Updated ISO 17021-1, clause 9.6.4.2 Short- notice audits ISO 17021-1, clause 9.6.4.1 Expanding scope	Standard update
No.55	Certification	<i>Updated</i> <i>ISO 17021-1, clause</i> 9.6.5 Suspending, withdrawing or reducing the scope of certification	Standard update
No.56	Use of ISO Trademarks	Updated ISO 17021-1, clause 8.3.1	Standard update and added PECB logo
No.74	Monitoring, Evaluating, Reviewing and Improving an Audit Programme	Updated ISO 17021-1, Clause 7.2.5	Standard update
No.88	PECB Certification Process	Updated credential to: "PECB Certified ISO 13485 Lead Auditor"	Information update
No.90	2. Course Completion Certificate	Updated the certificate	
No.92	4. Applying for Certification	Updated the references	Information update
No.95	6. Certification	Updated credential to: "PECB Certified ISO 13485 Lead Auditor"	Information update
No.96	7. Maintaining Certification	Updated content, added annual maintenance fee	Content update



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Comments:

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