

# MOTIVA Quality Manual Template for Labs, Inspection Bodies, and Certification Bodies

## One Training Day

### Course Objectives

Learn to use the MOTIVA Quality Manual Template as the basis of an accredited quality system.

### Target Organisations

For all conformity assessment bodies (CAB) such as labs, inspection bodies (IB), and certification bodies (CB) that seek the creation of a quality manual aimed at attaining organisation objectives as well as meeting accreditation requirements.

### Course Participants

For all staff from a CAB involved in the creation of a quality manual and quality system procedures:

- Allocate QMS resources
- Create QMS and Technical procedures
- Deliver conformity assessment services
- Prepare for accreditation
- Manage QMS implementation

### Training Process

This 1-day Training Course examines the application and uses of the MOTIVA Quality Manual Template for those CABs seeking a quality manual that can be molded for their own needs. It contains easy-to-understand approaches in developing quality objectives: the basis of the quality manual.

The course contains extensive reference to the international interpretation and implementation guidance documents which are used by accredited CABs.

Based on free samples already published on <https://www.motiva-training.com/index.php/tools-for-labs-qms/free-publications-for-labs>

### Syllabus (09:00 - 16:30)

#### Introduction and Objectives

- Course Aims
- MOTIVA Learning Model

#### Background and Principles

- Defining quality in a CAB
- Competence in technical CABs
- Principles behind lab, IB and CB QMS
- Objectives that define the QMS

- - Break (15 minutes) - -

#### Basic Quality System Requirements

- Management system specifications
- Technical specifications
- Structure of the Manual
- Writing the Manual

- - Lunch (1 hour) - -

- Top Management Commitment (people)
- Team Commitment (effort)
- Gaining approval

#### Common Requirements in CAB standards

- Organisation and Structure
- People requirements
- Process requirements
- Quality System requirements

- - Break (15 minutes) - -

- Accepting work
- Subcontracting work
- Handling the objects of conformance
- Technical processes (QA and QC)
- Traceability, Uncertainty, Calibration

*International Delivery? The course is normally lengthened to two days to cater to participants whose native language is not English.*

### Contact Us:

[www.motiva-training.com](http://www.motiva-training.com)

Tel: 613-834-0712

e-mail: [nedgravel@motiva-training.com](mailto:nedgravel@motiva-training.com)