Perry Johnson Laboratory Accreditation, Inc. (PJLA)
Free Workshop Calendar 2025

JANUARY 2025

Workshop: ***Determining Calibration Intervals for Laboratory Equipment***
Date: Tuesday, January 21, 2025
Time: 1:00pm-3:00pm ET
Presented by: Matthew Sica – Technical Program Manager, PJLA
Certificate of Completion Provided!

This virtual workshop is tailored for laboratory managers, technical staff, and quality assurance personnel responsible for maintaining the accuracy and reliability of laboratory equipment through effective calibration intervals. Setting appropriate calibration intervals is essential for ensuring that equipment consistently provides accurate and reliable results, reducing risks of measurement errors and ensuring compliance with ISO/IEC 17025 standards. This session will provide participants with a comprehensive approach to determining optimal calibration intervals based on equipment usage, performance, and criticality to laboratory outcomes.

Participants will begin by exploring the fundamental principles behind calibration intervals, including the importance of maintaining traceability and how calibration intervals can impact measurement reliability over time. The workshop will introduce various factors that influence interval determination, such as equipment stability, frequency of use, environmental conditions, and the criticality of the measurements performed. By understanding these factors, laboratories can make informed decisions that balance the need for accuracy with the operational efficiency of calibration schedules.

In addition, the workshop will cover best practices for monitoring and reviewing calibration data to assess equipment performance and adjust intervals as needed. Participants will discuss the value of using historical calibration data to predict trends in equipment drift or wear, as well as criteria for shortening or extending calibration intervals based on equipment performance and regulatory requirements. Through these discussions, attendees will gain insights into creating a dynamic calibration program that responds to both routine and unexpected changes in equipment behavior.

By the end of the workshop, attendees will be equipped with strategies to establish, monitor, and adjust calibration intervals that optimize both accuracy and operational efficiency. They will leave with a clear understanding of how to document and justify calibration interval decisions, ensuring transparency and traceability within their quality management systems. This session will empower laboratory professionals to maintain high-quality measurement standards, strengthen compliance, and support the reliability of their laboratory's data and results.

Perry Johnson Laboratory Accreditation, Inc.

MARCH 2025

Workshop: ***Quality Control and Monitoring for Consistent Laboratory Performance (Clause 7.7)***
Date: Tuesday, March 18, 2025
Time: 1:00pm-3:00pm ET
Presented by: Matthew Sica – Technical Program Manager, PJLA
Certificate of Completion Provided!

This virtual discussion-based workshop is designed for laboratory managers, quality assurance professionals, and technical staff responsible for implementing and maintaining quality control (QC) processes within ISO/IEC 17025-accredited laboratories. Consistent QC practices are essential for ensuring the reliability and accuracy of laboratory results, directly impacting the laboratory's ability to meet client and regulatory expectations. In this session, participants will explore the foundational principles of QC, including the types of routine checks, proficiency testing, and inter-laboratory comparisons that help laboratories monitor and sustain high-quality performance.

Attendees will learn about the various QC tools and techniques available to support effective monitoring and analysis of laboratory processes. The workshop will cover practical applications of QC tools such as control charts, which can reveal trends, anomalies, or shifts in laboratory performance that require attention. Through collaborative discussions, participants will share insights on the types of QC tools best suited to different testing environments, fostering a deeper understanding of how to analyze QC data meaningfully and take preventive actions when needed.

The session will also emphasize the critical role of QC in a laboratory's continuous improvement journey. Participants will discuss how routine QC checks and proficiency testing contribute to identifying areas for enhancement and provide valuable insights for refining processes. By integrating QC findings into their laboratory's broader quality management system, attendees can establish a culture of ongoing improvement that not only addresses current performance issues but also proactively supports future laboratory goals. These practices are instrumental in reinforcing client trust and meeting ISO/IEC 17025 accreditation standards.

By the end of the workshop, participants will have a clear and practical understanding of how to implement QC practices that align with their laboratory's unique operational needs and accreditation requirements. Equipped with strategies for data analysis, monitoring, and continuous improvement, attendees will be prepared to establish a robust QC system that consistently verifies laboratory performance. This session will empower laboratory professionals to develop and maintain a quality control framework that supports reliable, repeatable results and drives long-term success and client satisfaction.

Perry Johnson Laboratory Accreditation, Inc.

APRIL 2025

Workshop: ***Method Validation and Verification for Reliable Results (Clauses 7.2.1.1 to 7.2.2)***
Date: Tuesday, April 15, 2025
Time: 1:00pm-3:00pm ET
Presented by: Matthew Sica – Technical Program Manager, PJLA
Certificate of Completion Provided!

This virtual discussion-based workshop is ideal for laboratory managers, quality assurance personnel, and technical staff who play a key role in ensuring that testing and calibration methods produce reliable results. The training covers the essential requirements for method validation and verification as outlined in ISO/IEC 17025, providing attendees with a foundational understanding of how to confirm that laboratory methods are suitable for their intended purpose. This focus on reliability and compliance ensures that laboratory results meet both internal quality standards and regulatory expectations.

Throughout the session, participants will learn the differences between method validation and method verification, with clear guidance on when each process is necessary. The workshop will outline best practices for documenting validation and verification activities, ensuring that laboratories have a comprehensive record of their processes. This documentation is essential not only for compliance but also for demonstrating to clients and regulators that methods are thoroughly vetted for accuracy and consistency.

Attendees will also gain insights into the procedural steps required to verify that both standard and non-standard methods meet performance criteria. This includes an overview of what is required to validate methods that are new to the laboratory or adapted from existing protocols. The focus on method suitability supports laboratories in delivering results that are trustworthy and defensible, helping to uphold client confidence and meet regulatory standards.

By the conclusion of the workshop, participants will be equipped with the knowledge to effectively implement method validation and verification processes within their laboratories. They will understand the documentation needed to support these processes and be prepared to meet ISO/IEC 17025 requirements confidently. This training ensures that laboratory personnel can consistently validate their work, contributing to the reliability and integrity of the laboratory's results.

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JUNE 2025

Workshop: ***Managing Proficiency Testing for Continual Improvement (Clause 7.7)***
Date: Tuesday, June 24, 2025
Time: 1:00pm-3:00pm ET
Presented by: Matthew Sica – Technical Program Manager, PJLA
Certificate of Completion Provided!

This virtual discussion-based workshop is tailored for laboratory managers, quality assurance professionals, and technical personnel who oversee or participate in proficiency testing (PT) programs. In the framework of ISO/IEC 17025, proficiency testing is not only a requirement but also a powerful tool for confirming the technical competence of a laboratory. Through this workshop, attendees will gain a deeper understanding of PT as a mechanism for continual improvement, learning how to integrate PT outcomes into their laboratory's broader quality management system to support reliability, accuracy, and stakeholder confidence.

Participants will explore the essentials of planning and conducting proficiency testing effectively, including selecting appropriate PT schemes that align with their laboratory's unique scope and testing capabilities. Emphasis will be placed on understanding the types of PT available, choosing relevant schemes, and determining the frequency of participation to maintain and demonstrate ongoing competence. The workshop will guide attendees in developing a structured approach to PT selection, ensuring that the chosen schemes effectively reflect the laboratory's services and satisfy client and regulatory requirements.

A key focus of the session will be on analyzing and interpreting PT results, understanding what these results mean in terms of laboratory performance, and identifying areas for improvement. Participants are encouraged to engage in collaborative discussions about common challenges in managing PT programs, sharing experiences and strategies for responding to out-of-tolerance results or other performance issues. The workshop will cover best practices for documenting results and decisions made during the PT process, contributing to a transparent and well-organized approach to managing these important activities.

Ultimately, the workshop will highlight how proficiency testing can be leveraged as a continual improvement tool. By integrating PT outcomes into their quality management system, laboratories can use these results to drive targeted improvements, optimize methods, and refine procedures, thereby increasing the reliability and precision of their services. This workshop will empower attendees with practical insights for embedding PT into their continual improvement framework, enhancing the laboratory's overall technical capability and building confidence among clients and stakeholders.

Perry Johnson Laboratory Accreditation, Inc.

JULY 2025

Workshop: ***Data Integrity and Records Management in Laboratory Practice (Clause 7.11)***
Date: Tuesday, July 15, 2025
Time: 1:00pm-3:00pm ET
Presented by: Matthew Sica – Technical Program Manager, PJLA
Certificate of Completion Provided!

This virtual discussion-based workshop is ideal for laboratory managers, data managers, quality assurance staff, and technical personnel responsible for ensuring data integrity and managing records in line with ISO/IEC 17025 requirements. Maintaining data integrity and robust records management is crucial for laboratories, as these practices form the backbone of reliable, credible, and regulatory-compliant results. In this workshop, attendees will learn best practices for safeguarding data throughout its lifecycle, from the initial data entry and processing stages to final reporting and secure archiving. Through group discussions, participants will share insights and strategies to enhance data security and documentation within their laboratories.

Participants will delve into essential elements of data traceability, learning how to set up clear processes that track data flow and changes over time. The session will cover the significance of defining and meeting documentation requirements that align with ISO/IEC 17025, ensuring that data is traceable, consistent, and accessible. Discussions will include common challenges laboratories face in managing data and maintaining accurate records, providing a collaborative space for attendees to explore solutions and approaches that have proven effective in various laboratory settings.

Additionally, the workshop will address crucial aspects of data verification, secure storage, and audit readiness. Participants will discuss techniques for verifying data accuracy at each stage, along with methods for securely storing records to protect data from loss, unauthorized access, or corruption. Emphasis will be placed on ensuring audit readiness by implementing well-organized record-keeping practices that facilitate transparent and efficient audits. The goal is to equip attendees with practical knowledge to handle records and data in a way that upholds regulatory compliance and strengthens the laboratory's reputation for reliability.

By the end of this workshop, participants will have a comprehensive understanding of how to integrate data integrity practices into their daily operations. The session will empower laboratories to develop or refine records management systems that reinforce the credibility of their results, providing clients and regulatory bodies with greater confidence. Attendees will leave with actionable insights and a deeper appreciation for the role of data integrity and records management in supporting the overall quality and trustworthiness of laboratory work.

Perry Johnson Laboratory Accreditation, Inc.

SEPTEMBER 2025

Workshop: Management Review for Strategic Improvement (Clause 8.9)
Date: Tuesday, September 9, 2025
Time: 1:00pm-3:00pm ET
Presented by: Matthew Sica – Technical Program Manager, PJLA
Certificate of Completion Provided!

This virtual discussion-based workshop is ideal for laboratory managers, quality assurance personnel, and senior leaders responsible for conducting management reviews as part of their ISO/IEC 17025-compliant quality management system. Management reviews play a critical role in evaluating a laboratory's performance and identifying areas for strategic improvement. In this workshop, participants will explore the essential components of an effective management review, including how to organize, conduct, and document reviews that drive meaningful outcomes. The session will underscore the importance of management reviews in supporting continuous improvement and aligning laboratory operations with broader organizational goals.

Participants will learn about the key inputs necessary for a productive management review, such as internal and external audit results, findings from corrective and preventive actions, feedback from clients, and any identified opportunities for improvement. This workshop will guide attendees on how to review and interpret these inputs to gain valuable insights into the laboratory's performance and compliance with ISO/IEC 17025 standards. Attendees will discuss real-life challenges associated with gathering, analyzing, and presenting this data, with a focus on best practices for making reviews comprehensive yet manageable.

The workshop will also address the critical role of top management in the review process. Participants will discuss how laboratory leadership can effectively support management reviews by providing direction, resources, and a commitment to follow through on review outcomes. Emphasis will be placed on fostering a culture of accountability, where management reviews are seen as an opportunity to drive improvements rather than a routine compliance task. Attendees will learn strategies to engage leadership meaningfully, ensuring that management reviews not only meet ISO requirements but also become a strategic tool for guiding laboratory development and growth.

By the end of the session, participants will have a toolkit of strategies for conducting thorough and impactful management reviews that serve as a foundation for continuous improvement and long-term success. They will gain insights on translating review findings into actionable steps that are aligned with the laboratory's strategic objectives, supporting both operational excellence and ISO/IEC 17025 compliance. This workshop will equip attendees to conduct reviews that are effective, insightful, and valuable, ultimately enhancing the laboratory's quality management system and ensuring sustained performance improvements.

Perry Johnson Laboratory Accreditation, Inc.

NOVEMBER 2025

Workshop: ***Equipment Calibration and Maintenance for Reliable Results (Clauses 6.4 and 6.5)***
Date: Tuesday, November 18, 2025
Time: 1:00pm-3:00pm ET
Presented by: Matthew Sica – Technical Program Manager, PJLA
Certificate of Completion Provided!

This virtual discussion-based workshop is designed for laboratory managers, technical staff, and quality assurance personnel responsible for equipment management in ISO/IEC 17025-accredited laboratories. Proper calibration and maintenance of equipment are foundational to producing reliable and accurate test results, as well as to maintaining compliance with ISO standards. This session will guide participants through the key requirements of equipment calibration, verification, and maintenance, providing them with insights into best practices for creating effective calibration schedules, tracking maintenance activities, and documenting all actions taken to ensure equipment reliability.

In this workshop, participants will explore the lifecycle of laboratory equipment, from initial calibration to ongoing maintenance and eventual decommissioning. Emphasis will be placed on understanding how to plan and schedule calibration and verification activities in a way that meets regulatory requirements while minimizing disruption to laboratory workflows. Attendees will discuss various approaches to recordkeeping, learning how to maintain comprehensive documentation that clearly reflects each piece of equipment's status, calibration history, and maintenance records, ensuring easy access during audits or inspections.

There will be a discussion on establishing predictive maintenance protocols that prevent equipment failures and reduce unplanned downtime based on data generated by the laboratory. Participants will learn how to implement preventive maintenance strategies that preserve measurement accuracy. The workshop will also address the importance of identifying critical equipment that has a direct impact on testing quality and reliability, allowing laboratories to prioritize maintenance and calibration activities accordingly. By sharing experiences and strategies, attendees will gain practical knowledge on setting up maintenance schedules that support consistent laboratory performance.

By the end of the session, participants will be equipped with the knowledge and tools needed to develop and implement a structured calibration and maintenance program that optimizes equipment performance and laboratory efficiency. They will leave with a clear understanding of how to document calibration and maintenance activities to demonstrate compliance with ISO/IEC 17025 and enhance overall reliability. This workshop will empower attendees to manage laboratory equipment proactively, ensuring it is consistently fit for purpose and contributing to high-quality test results that clients and stakeholders can trust.

Perry Johnson Laboratory Accreditation, Inc.

DECEMBER 2025

Workshop: ***Metrological Traceability and Certified Reference Materials (Clause 6.6)***
Date: Tuesday, December 16, 2025
Time: 1:00pm-3:00pm ET
Presented by: Matthew Sica – Technical Program Manager, PJLA
Certificate of Completion Provided!

This virtual discussion-based workshop is designed for laboratory managers, quality assurance personnel, and technical staff responsible for ensuring the accuracy and reliability of measurement results through effective management of metrological traceability and certified reference materials. Metrological traceability and the proper control of reference materials are essential to producing precise, consistent, and reproducible results that meet ISO/IEC 17025 requirements. This session will provide a comprehensive look at best practices for selecting, procuring, verifying, and maintaining traceability of certified reference materials, supporting laboratories in meeting both regulatory and client standards.

Participants will delve into the requirements for traceability as outlined in ISO/IEC 17025, with a focus on selecting appropriate certified reference materials and validating their sources. Discussions will include criteria for evaluating reference material providers, ensuring they meet the necessary certification and quality standards. By understanding how to verify the suitability and traceability of reference materials, laboratories can strengthen the credibility of their results and demonstrate conformity with international standards. This knowledge is essential for laboratories that aim to produce defensible, high-quality data across a variety of testing and calibration activities.

The workshop will also address the critical role of inventory management and control in maintaining reliable reference materials. Participants will discuss strategies for managing inventory effectively, including tracking the use and expiration of reference materials and setting up protocols for periodic verification. Through shared examples and collaborative discussions, attendees will explore practical steps to ensure that their laboratory's inventory of certified reference materials remains current, compliant, and well-organized. These processes support the continuity of traceability in testing and calibration, enhancing the laboratory's overall quality management.

By the end of this session, attendees will have gained valuable insights into establishing a robust traceability program that aligns with ISO/IEC 17025 requirements. They will leave equipped with strategies to validate reference material sources, manage inventory, and document traceability practices that support consistent, high-quality laboratory results. This workshop will empower laboratories to implement effective traceability systems that reinforce the accuracy, credibility, and reliability of their results, building trust with clients and meeting the highest standards of scientific rigor.