

# PLA: Preparing for Lab Accreditation - Syllabus

## I. Understanding accreditation Certification vs. Accreditation

- Certification vs. Accreditation
- Benefits of accreditation
- What standards must be met to earn accreditation

## II. Understanding ISO 17025/17020

- Uniqueness of Digital Evidence

## III. Accredited Bodies

- Supplemental Requirements

## IV. Quality Management System

- How all the pieces fit together
  - Policies and Procedures
    - International Standards
    - Supplemental Requirements of Accreditation Bodies
    - Quality Manual Development
    - Technical Manual (i.e., SOPs defining Technical Methods)
    - Operations Manual (e.g., evidence management/equipment management)
    - Training Manual
  - Resources
    - People (Training, mentoring, and establishing technical competency)
    - Training Programs
    - Facility Design and Security
    - Forensic Hardware and Software
  - Performance measures
    - Internal Audits and Corrective Action
    - Training Evaluation
    - Outcomes of proficiency testing
    - Customer feedback

## V. Small Lab Challenges

- Peer Review
- Job Responsibilities

## VI. Validation\Verification

- Laboratory Methods
- Software

- Hardware