**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​