**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​