

Training Programme on

**Laboratory Management System
& Internal Auditing**
as per IS/ISO/IEC 17025:2005
11-14 July 2013

Professional
Capacity Building
[PCB]
Series **01072013**

Target Audience:

**Environmental & Food
Laboratories**

Venue:
**SAS Nagar (Mohali),
Punjab (India)**

Centre for Excellence in Development of Technical Skills by **Environment Matters** runs Capacity Building Programmes that range from Professional Capacity Building (PCB) Series a kind of hardcore trainings to Knowledge Exchange Programme [KEP] Series whereby interactive workshops are conducted to nurture individuals/stakeholders growth in the field of environment and allied areas through enhancement of skills. For knowing more about us refer to:

www.environmentmatters.asia



Organized by:

Centre for Excellence in Development of Technical Skills

**environment
matters**

Registered under Societies Registration Act (XXI of 1860)

In Collaboration with:



Department of Civil Engineering; National Institute of Technical Teachers Training and Research (NITTTR); Sector-26, Chandigarh, India.

This programme fulfills the requirement of 4-day training on ISO/IEC 17025 for obtaining and maintaining NABL accreditation as laid down in NABL-131

Our courses are conducted by recognized practitioners and leaders in their field-

Course Coordinators:

Dr. R.S Saini

Expertise: Environment

S.K Gaiind

Expertise: Biological

Neeraj Kant Pandey

Expertise: Food

Our certificates are recognized throughout as mark of expertise. This course is conducted under intimation to NABL

About the Course

For generating reliable and reproducible data a laboratory is required with all necessary infrastructure and human resources as relevant to scope. Subsequently laboratories have to establish their competence for which third party accreditation is a step forward. It demands that laboratories have a management system in line with ISO/IEC 17025:2005.

This training programme is designed to build capacity of middle and senior level laboratory professionals to understand requirements of third party accreditation system as laid down by ISO/IEC: 17025:2005

Methodology

Our courses are known for value for money both in terms of quality of contents and infrastructure facilities. Beyond that trainings are interactive include exercises, field trips, practical's or mock drills as relevant to each course, because more involved you are greater is the learning. Last but not least majority of our delegates say they will recommend our courses to others because of post training follow ups and support extended by us.

This programme by us further has an edge on similar programmes offered by other institutes as it addresses specific audience, thus providing more learning opportunities and in parallel shall also address relevant NABL specific criteria and technical and regulatory requirements of environment and food testing laboratories.

The candidates shall be assessed for their performance during the course for providing certificate. Course is conducted in English, however, we try to address language barriers to the best of our ability.

Course Contents

Overview of ISO/IEC 17025:2005; NABL accreditation process including global perspective of accreditation.

Basics on establishing laboratory management system; levels of documentation and how to write Quality Manual, Quality Procedures etc.

Providing through understanding on developing management System including clause wise clause discussion on management & technical requirements.

Detailed deliberation on conducting internal audit and Management Review as well as recording the findings and minutes.

Discussions on NABL criteria documents from the perspective of (I) Scope & test methods; (II) Infrastructure requirements including safety in laboratories (III) Equipments, calibration and traceability requirements (IV) Sampling and handling of test items (V) Site Testing (VI) Record keeping (VII) Ensuring quality of test results- Participation in PT Programmes; Conducting ILC; Internal quality checks as repeat testing; Use of CRMs.

Objectives

On completion, participants will be able to:

Fulfill requirements of being a Quality Manager in laboratories as per NABL requirements.

Schedule, plan and conduct internal audits as a trained auditor and arrange management review meetings including generating appropriate reports and records.

Develop and implement a management system, compatible with ISO/IEC 17025:2005.

Be well conversant with technical requirements and NABL specific criteria.

Course Fee

Course fee is **Rs. 10000/-person.**

- Discount 10% for two persons from same organization or registration prior to 15th June 2013
- Discount 25% for more than two persons from same organization

Limited seats (only 20) are available on first come first serve basis. Fee includes course material & all meals.

For accommodation add Rs.1800/day on twin sharing basis.

Registration

Candidates have to post / email registration form enclosed along and course fee to confirm their participation to Head Trainings in advance.

Mode of Payment

Multicity cheque / Demand Draft drawn in favour of "ENVIRONMENT MATTERS" **payable at Chandigarh** should be sent to Head Trainings.

For Bank Transfer of Fee

State Bank of Patiala

SCO 439-440, Sect-35C, Chandigarh

Account No. : 65075989275

IFS Code : STBP0000949

MICR Code : 160007058

Contact Person

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Head Trainings

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