Laboratory Management based on ISO/IEC 17025: 2005 and HKAS Requirements

28 to 30 October 2015

Organized by

Hong Kong Association for Testing, Inspection and Certification Ltd.

(Delivered by ex-HKAS Accreditation Officer)

Website: www.hktic.org
Email: info@hktic.org
Tel.: 3116 1376
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This three-day course provides training for development and implementation of a quality management system in compliance with ISO/IEC 17025 and HOKLAS requirements.
Objective

This three-day course provides detail explanation of the principles and requirements of quality and technical aspects of the international standard ISO/IEC 17025. It provides participants guidelines for building up an effective quality management system. Emphasis is given to fulfilling HOKLAS regulations and specific requirements, preparation of accreditation and common observations encountered during HOKLAS assessments.

On completion of the course, participants shall have adequate knowledge to establish, implement and maintain an effective quality management system; and to understand the accreditation process and to undertake structured preparation for HOKLAS assessment.

Outline

A. Quality management system (QMS)
   - Overview and definition
   - International standards and development

B. Overview of ISO/IEC 17025
   - Quality requirements
   - Technical requirements

C. Establishment
   - Organization and key personnel
   - Selection, training and authorization requirements
   - Laboratory layout and environmental management

D. Laboratory facilities
   - Services and supplies
   - Verification of critical consumables
   - Equipment usage and handling
   - Traceability, S.I. unit, calibration and performance check
   - Certified reference standards, materials and culture and their maintenance

E. Workflow
   - Review of contracts and requests
   - Subcontracting
   - Selection, method validation and verification, sub-sampling
   - Quality control plan
   - Sample handling
   - Records and record storage
   - Reporting of testing/calibration results

F. Customer satisfaction
   - Service to customer
   - Complaint

G. Implementation and maintenance
   - Internal audit
   - Management review
   - Control of non-conforming work
   - Corrective and preventive actions
   - Improvement

H. Establishment of quality management system
   - Quality policy and objective
   - Document Control
   - Common deficiencies

I. Preparation of HOKLAS accreditation
   - Accreditation vs certification
   - Role of HKAS
   - HKAS regulations
   - HOKLAS requirements
   - Approved Signatory
   - Proficiency and interlaboratory testing activities
   - Documentation and records
   - Accreditation process
Who Should Attend

This course is designed for all laboratory staff who are actively involved in quality aspects of the laboratory, including managers, supervisors, approved signatories, authorized representatives, etc.

Date

Wednesday, Thursday and Friday 28, 29 & 30 October 2015 (3 days)

Time

9:30am to 5:00pm

Venue

To be confirmed.

Instructors

Ms. Sandra Ho  
*HOKLAS Lead and Technical Assessor*  
*Previously Chemist in Govt. Laboratory and Accreditation Officer of HKAS*  
*Over 35 and 18 years of experience in testing industry and assessment respectively*  
*Conduct over 150 assessments as lead assessor in evaluation of the quality management system (QMS) of laboratories covering construction material, chemical, Chinese medicine, environmental and food testing, consumer products, jewelry, textiles and garments, etc.*  
*Provide consultation for development of a QMS in meeting the requirements of ISO/IEC 17025 covering the above testing fields.*

Language

Chinese (with English course material)

Registration

1. Complete the registration form
2. Prepare a crossed cheque payable to "Hong Kong Association for Testing, Inspection and Certification Ltd." for the fee.
3. Send the completed registration form and signed cheque to the following address:

   Hong Kong Association for Testing, Inspection and Certification Ltd.  
   D1105, 11/F, Jubilee College, 81 Chung Hau Street, Homantin, Kowloon.

Fee

HK$ 4,000 for HKTIC members  
HK$ 4,400 for non-members

This fee covers course notes, handouts, and refreshment. (Fees will be refunded for unsuccessful registration or course cancellation).

Deadline

Tuesday, 20 October 2015

Assessment

There will be an assessment in the form of a written examination at the end of each module. Those that pass the exam will receive a ‘Certificate of Achievement’ from HKTIC. Others will receive a ‘Certificate of Completion’.

Enquiry

Email: swn.ho@snaconsultancy.com  
Tel.: 9150 7740  
Fax: 3905 5850
HKTIC Organized

**Laboratory Management based on ISO/IEC 17025: 2005 and HKAS Requirements**

Registration Form

Participants: Suitable for Managers, Supervisors, Approved Signatories, Authorized Representatives, Auditors

Course Content: Please see the attached outline

Date: Wednesday, Thursday and Friday 28, 29 and 30 October 2015

Time: 9:30am – 5:00pm

Venue: To be confirmed

No. of Participants: 15 persons per module on a first-come-first-served basis (Priority will be given to HKTIC member).

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Participant: Dr./Ir./Mr./Mrs./Ms./Miss ____________________________
(Name to be shown on the certificate) (Full name in block letters, surname first)

Title: ____________________________

Organization: ____________________________

Membership: □ HKTIC member  □ Non-member (Please tick as appropriate)

Address: ____________________________

Contact No.: Telephone __________ Fax __________ e-mail __________

Email: ____________________________

Sum (HK$): ____________________________

Payment: ____________________________

Cheque No. ____________________________ Amount ____________________________ Bank ____________________________

Receipt Recipient: □ Not Required  □ Organization  □ Participant (Please tick one)

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Please send a signed crossed cheque payable to "Hong Kong Association for Testing, Inspection and Certification Ltd." for the fee and the completed registration form(s) on or before 20 October 2015 to the following address:

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