Laboratory Quality Management
Based on ISO/IEC 17025

16 to 18 May 2016

Organized by

Hong Kong Association for Testing, Inspection and Certification Ltd.

(Delivered by ex-HKAS Accreditation Officer)

Website: www.hktic.org
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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
Monday, Tuesday and Wednesday
16, 17 & 18 May 2016 (3 days)

Time
9:30am to 5:00pm

Venue
To be confirmed.

Instructors
Ir C.K. Cheung, BSc, MSc, DIC, MSc(Eng), MHKIE, RPE
Previously Senior Engineer in CEDD and Senior Accreditation Officer in HKAS
HKICA Registered Lead Auditor
HKAS Assessor
PAC Lead Evaluator

No. of Participants
15 persons on a first-come-first-served basis
(Priority will be given to members.)

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
Monday, 9 May 2016

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 Quality Management Based on ISO/IEC 17025**

**Registration Form**

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

Course Content: Please see the attached outline

Date: Monday, Tuesday and Wednesday 16, 17 and 18 May 2016

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)

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 9 May 2016 to the following address:

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