



# **Laboratory Quality Management Training on ISO/IEC 17025:2005**

(Date: 15 – 17 September 2010)

Organized by

**Hong Kong Association for  
Testing, Inspection and Certification Ltd.**

Website: [www.hktic.org](http://www.hktic.org)

Email: [tic@cma.org.hk](mailto:tic@cma.org.hk)

Tel.: 2542 8664

Fax: 2541 8154

This course provides comprehensive training to participants who implement and manage ISO/IEC 17025:2005.

# Objective

This three-day course focuses on laboratory management. It fully explains the basic requirements of ISO/IEC 17025:2005 (the international standard which HOKLAS accreditation based upon) and discusses the effective execution of the laboratory management system. Emphasis is given to the practice and application of the system to **improve the reliability and productivity of laboratories**. On completion of this course, participants shall have adequate knowledge to **implement and manage a laboratory management system in accordance to the ISO/IEC 17025:2005**.

## Outline

1. Accreditation System
    - Overview
    - Difference between certification and accreditation
    - Accreditation bodies
    - Rules and regulations
    - Applicable international standards
  2. ISO/IEC 17025:2005 Framework
  3. The First Party
    - Organization
    - Top management
    - Technical management
    - Personnel (overview)
  4. The Second Party
    - Customers
      - Work management
      - Customer satisfaction
    - Purchasing services and supplies
      - Qualification
  5. Information Management
    - Documents
    - Records
    - Data
  6. Maintenance and Improvement
    - Internal audits
    - Nonconforming works
    - Complaints
    - Root cause analysis
    - Correction, preventive and corrective actions and improvement
  7. Resource Management – Personnel
    - Training
    - Authorization
  8. Resource Management – Equipment
    - Equipment Qualification
    - Calibration and Maintenance
    - Handling
  9. Resource Management – Accommodation
  10. Measurement Traceability
  11. Sample Management
    - Sampling
    - Handling
  12. Method
    - Standard, non-standard and laboratory-developed methods
    - Method validation
    - Estimation of measurement uncertainty
  13. Quality Assurance
    - In-process quality control
    - Proficiency tests and interlaboratory comparisons
  14. Reporting
- Date & Time**
- 15 – 17 September 2010,  
9:30am to 5:00pm

**Venue**

Gabuji Laboratory Technical Services Ltd.,  
Room 1503-05, Westin Centre,  
26 Hung To Road, Kwun Tong, Kowloon.

1/F., C.M.A. Building,  
64 – 66 Connaught Road,  
Central, Hong Kong.

**Instructors**

Mr. K. M. GABUJI

Mr. Jason WONG Hung Fai

**No. of Participants**

Maximum 15 persons.

**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.

**Fee**

HK\$ 4,350 for HKTIC members  
HK\$ 4,650 for non-members

This fee covers course notes, handouts, and daily complimentary lunches. Refreshments will be available during the course. Fees will be refunded for unsuccessful registration or course cancellation.

**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: [tic@cma.org.hk](mailto:tic@cma.org.hk)  
Tel.: 2542 8664  
Fax: 2541 8154

HKTIC Organized

**Laboratory Quality Management Training**  
**on**  
**ISO/IEC 17025:2005**

Registration Form

Participants: Suitable for operations manager, professional and technical staff, quality manager, internal auditor, (HOKLAS) authorized representative and approved signatory

Course Content: Please refer to the detail course outline

Date and Time: 15 – 17 September 2010, 9:30am – 5:00pm

Venue: Gabuji Laboratory Technical Services Ltd., Room 1503-05, Westin Centre, 26 Hung To Road, Kwun Tong, Kowloon.

---

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

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

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) to the following address:

Hong Kong Association for Testing, Inspection and Certification Ltd.  
1/F., C.M.A. Building,  
64 – 66 Connaught Road,  
Central, Hong Kong.  
Tel.: 2542 8664 (Ms. Amy LAI)  
Fax.: 2541 8154