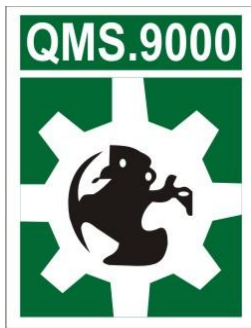


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Compliance Onsite Training Booklet



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CORPORATE PROFILE:

Quality Management Systems.9000 (**QMS.9000-Est since 1998**) is one of longest running Consultancy and Training organization in this region, with our expertise in various best practices and international standards. The testament of our experience and reliability in this field is evident of our **800 clients**, to whom we have provided these services in the last 15 years of our existence. In addition, we have also imparted exclusive onsite and seminar based trainings to various local and multinational organizations, with over **7000 professional** resources trained and prepared to increase their capability to strengthen their organizations. More details can be accessed via our website.

QMS.9000 offers exclusive **onsite (at your premises) training services** of your own choice and based on your requirement. For your convenience, we have divided these trainings into FOUR domains:

I. CERTIFICATIONS AND COMPLIANCES:

These trainings are more focused on improvement of industrial and service sector based organizations where organization needs to improve their internal operations, Human Resource Management, ensure legal and regulatory compliances as well as Foreign Buyer Compliances.

II. INFORMATION SYSTEMS

These trainings are more focused on Information System and related topics that support organizations in ensuring stability of their businesses against certain levels of issues, problems and risks as well as advanced trainings on various certification courses. These topics range from Information Security, Information Technology Services Management and Business Continuity Management to Risk Management, CISSP, CISA, CISM, etc.

III. LABORATORY ACCREDITATION

We also offer basic & advanced (Lead Implementer) trainings on Lab Management for Industrial testing / calibration Labs based on ISO 17025 and Medical Labs based on ISO 15189

IV. SIX SIGMA & FOCUSED IMPROVEMENT TOOLS

These trainings are more focused on Six Sigma Champion, Six Sigma Green Belt, Six Sigma Black Belt, Implementing Statistical Process Control and Understanding and Measuring Process Performance. Six Sigma is a business improvement approach that seeks to find and eliminate causes of mistakes or defects in business processes by focusing on outputs that are of critical importance to customers. As a result process performance is enhanced, customer satisfaction is improved and the bottom line is impacted through cost savings and increased revenue. Six Sigma is a strategic approach that works across all processes, products, services, company functions and industries.

We provide trainings at your premises



CERTIFICATION & COMPLIANCE		
ISO 9001 Quality Management System	CE MARK Product Certification	ISO 22000 Food Safety Management System
ISO 14001 Environmental Management System	PM Project Management	HACCP Hazard Analysis Critical Control Point
OHSAS 18001 Occupational Health & Safety	C-TPAT Customs-Trade Partnership Against Terrorism	FBC Foreign Buyers Compliances
SA 8000 Social Accountability	OEKO-TEX Textile Production Certificate	OD Organization Development
INFORMATION SYSTEMS		
ISO 27001 Information Security Management System	ISO 20000 Information Technology Services Management System	BS 25999 Business Continuity Management System
Computer Hacking Forensic Investigator (CHFI)	Certified Information Security Manager (CISM)	Certified Information Systems Security Professional (CISSP)
LABORATORY ACCREDITATION		
ISO 17025 Lab. Management System	ISO 15189 Medical Lab. Management System	CWA 15793:2008 Clean Work Area
SIX SIGMA AND FOCUSED IMPROVEMENT TOOLS		
Six Sigma Champion Awareness & Introduction	Six Sigma Green Belt	Six Sigma Black Belt
Implementing Statistical Process Control	Understanding and Measuring Process Performance	

Foreign Collaborations: NETS International -UAE, CONSAK Inc -Canada; Mount10-Switzerland, Global Management Inc – UK, AMI Technology Qatar.



SECTION I

CERTIFICATION & COMPLIANCE



QUALITY MANAGEMENT SYSTEMS-ISO 9001

Course Code: **QMS-01**

Course Title: **Introduction to ISO 9001**

Duration: **01 Day**

Objective

At the end of course, delegates will be able to:

- Understand and Interpret the requirements of ISO 9001 standard with clarity
- Conduct initial Gap Analysis at respective organizations

Course Contents

- Introduction To ISO 9001
- Concepts : Quality ,Quality Control and Quality Assurance
- Quality System Documentation
- Cost Of Quality
- Customer Satisfaction Index- Through Quality
- Levels Of Quality Management
- Departmental Objectives
- Control Of Documents , Data & Records
 - Filing System
 - Mailing
 - Record Keeping
- Inspection & Testing
- Inventory Control Plan
- Corrective & Preventive Action
- Management System Reviews
- Internal Auditing



Course Code: **QMS-02**

Course Title: **Advanced Training on ISO 9001 (Lead Implementer)**

Duration: **03 Day**

Objective

- To provide clear understanding of ISO 9001 standard requirements
- To provide clear understanding of all clauses with applicable Control
- To main ISO in respective organizations

Course Contents

- Quality System Requirements
- Management Responsibility
- Quality Policy
- Organization Structure
- Responsibility & Authority
- Management Representative
- Management Review
- Quality System Procedures
- Quality Planning
- Contract Review
- Amendment to a Contract
- Record Keeping
- Document & Data Control
- Purchasing System Requirements
- Evaluation of Sub-contractors
- Product Identification & Traceability
- Process Control
- Inspection & Testing
- Receiving Inspection & Testing
- In-Process Inspection & Testing
- Final Inspection & Testing
- Inspection & Test Records
- Control of Inspection, Measuring & Test Equipment Management
- Inspection & Test Status
- Control of Non-Conforming Product
- Review & Disposition of Non-Conforming
- Corrective & Preventive Action
- Handling, Storage, Packaging, Preservation & Delivery
- Control of Quality Records
- Internal Quality Audits
- Statistical Techniques
- Exam



Course Code: **QMS-03**

Course Title: **Quality Systems Auditing on ISO 9001**

Duration: **01 Day**

Objective

At the end of course, delegates will be able to:

- Understand and Interpret the requirements of Quality System Auditing with clarity
- Conduct internal audits at respective organizations

Course Contents

- Introduction To ISO 9001
- Prevention Vs Detection
- Quality System Documentation
- Introduction To Audits
- Non-conformance Reports & Corrective Action
- Préparation for audits
- Gathering Information
- Questioning Techniques
- Conducting an Audit
- Audit Management
- Opening and Closing meetings
- Time management
- Checklists
- Approach To The Audit
- Auditor – Role & Responsibility
- Performing An Audit
- Reporting
- Auditing Checklist



ENVIRONMENTAL MANAGEMENT SYSTEM –ISO 14001

Course Code: **EMS-01**

Course Title: **Introduction ISO 14001**

Duration: **01 Day**

Objective

At the end of course, delegates will be able to:

- Understand and Interpret the requirements of ISO 14001 standard with clarity
- Conduct initial Gap Analysis at respective organizations

Course Contents

- Introduction To ISO 14001
- Clauses Of ISO 14001
- Environmental Planning
- Identification Of Environmental Aspects
- Evaluation Of Significant Environmental Aspects
- Setting Objectives & Targets
- Legal Requirements
- Emergency Preparedness & Response
- Environmental Management Program
- National Environment Quality Standard (NEQS)
- Environmental Issues
- Safety & Environmental Layout
- Categories Of Industries By EPA
- Environmental Monitoring
- Steps For Implementation
- Implementation Strategy



Course Code: **EMS-02**

Course Title: **Advanced Training on ISO 14001 (Lead Implementer)**

Duration: **03 Day**

Course Contents

Primary Objective of this course is:

- To provide clear understanding of ISO 14001 standard requirements
- To provide clear understanding of Applicable Controls
- To provide clear understanding on how to identify Environmental Aspect and their significance, Risk evaluation, emergency plans etc

Course Contents

- Detailed Requirements of Environmental Management System –ISO 14001
- Environmental Planning
- Identification Of Environmental Aspects
- Evaluation of Significant Environmental Aspects
- Setting Environmental Objectives & Targets
- Legal Requirements
- Emergency Preparedness & Response
- Environmental Management Program
- Environmental Regulations In Pakistan
- National Environment Quality Standard
- Environmental Issues
- Safety & Environmental Layout
- Hazard Analysis (Risk identification and evaluation)
- Categories Of Industries By EPA
- Environmental Monitoring
- Steps For Implementation
- Implementation Strategy
- EMS Auditing Checklist
- Practical exercises and group work
- Exam



Course Code: **EMS-03**

Course Title: **Environmental System Auditing on ISO 14001**

Duration: **01 Day**

Objective

At the end of course, delegates will be able to:

- Understand and Interpret the requirements of Environmental System Auditing with clarity
- Conduct internal audits at respective organizations

Course Contents

- Introduction To ISO 14001
- Prevention Vs Detection
- Environmental System Documentation
- Introduction To Audits
- Nonconformance Reports & Corrective Action
- Audit Management
- Checklists
- Approach To The Audit
- Auditor – Role & Responsibility
- Performing An Audit
- Reporting
- Auditing Checklist



OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEM (OHSAS)

Course Code: OHS-01

Course Title: Introduction to OHSAS 18001

Duration: 01 Day

Objective

This course is designed to provide knowledge and awareness to all organizations including Engineering, Oil & Gas, Chemical, Electrical, Automobile, Cement, Pharmaceutical, Food & Beverage, Rice, Dairy, Textile, Paint, Pesticide about principles of health and safety management system and provide grounding in skills required to undertake effective actions

Primary Objectives are to:

- Understand and Interpret the requirements of OHSAS-18001 standard with clarity
- Conduct initial Gap Analysis at respective organizations

Course Contents

- Introduction to OHSAS 18001
- Planning for HIRARC (Hazard identification, Risk assessment and Risk Control.
- Understand Loss causation and control issue.
- Occupational Safety
- Safety at work
- Accident Prevention
- Operational Control
- Emergency preparedness and response
- Performance measuring and monitoring



Course Code: **OHS-02**

Course Title: **Advanced Training on OHSAS 18001 (Lead Implementer)**

Duration: **03 Days**

Objective

Primary Objectives of this course are:

- To provide clear understanding of OHSAS-18001 standard requirements
- To provide clear understanding of Applicable Operational Controls
- To understand good occupational safety practices and accident prevention techniques

Course Contents

- Requirements of OHSAS 18001 standard
- Identification of risks
- Risk Evaluation
- Control Measures to mitigate risks
- Electrical Safety
- Fire Control
- First Aid
- Good hygiene practices
- Occupational Safety
- Safety at work
- Emergency Evacuation
- Accident Prevention
- Operational Control
- Emergency preparedness and response
- Performance measuring and monitoring
- Exam



Course Code: **OHS-03**

Course Title: **Latest Safety Practices for Quality Production**

Duration: **03 Days**

Objective

Primary Objectives of this course are:

- To provide clear understanding HSE (Health, Safety & Environment)
- To provide clear understanding of Applicable Control Objectives & Controls
- To understand good occupational safety practices and accident prevention techniques with relation to Quality Production

Course Contents

Quality & Production: How to relate for a better Productivity

- Concepts
- Levels of Quality
- Principal of Quality Management for Managers & supervisors in manufacturing / production environment
- Quality Production
- Cost of poor quality production
- Quality Control Vs. Quality Assurance

5 S Implementation

- Basic concept and theme for Safety, Quality & Production
- Sorting
- Stabilizing or Straightening Out
- Sweeping or Shining
- Standardizing
- Sustaining the Practice (the 5 S)

Occupational Health & Safety

- Why Occupation Health & Safety First?
- Hygiene & Sanitation Practices in Production
- Office Safety
- Electrical safety
- Risk Assessment
- Hazard Control & Measures



Infrastructure & Work Environment

- **Part 1:** Environment
 - Environmental Aspect & Significance of its Impacts in the industry
 - Why environment is important for Industries?
 - What are main Environmental Issues in Industries
 - Global Environment Issues & related measures
 - Categories of Industries (Most Hazardous, Moderately Hazardous, Least Hazardous)
 - Current System Analysis
 - Emergency preparedness
 - Safety & Environmental layout
- **Part 2:** Standards for:
 - Temperature
 - Humidity
 - Dust
 - Lightening
 - Vibration
 - Electromagnetic

Evaluation:

- **Group Exercises**
- **Exam**



Course Code: **AS -01**

Course Title: **Advanced Training on AS 9100 Rev C (Lead Implementer)**

Duration: **02 Day**

Objective

At the end of course, delegates will be able to:

- ✓ Understand and Interpret the requirements of AS 9100 Rev “C” standard with clarity
- ✓ Conduct Gap Analysis at respective departments / sections
- ✓ Implement AS 9100 Rev C standard in respective departments / sections
- ✓ Conduct Audit at respective departments / sections

Course Content

CONCEPTS & BASICS

- Levels of Quality
- Quality Management Principle
- AS 9100 Rev.C Introduction

AS 9100 Rev “C” STANDARD

- Clause 4: Quality Management System
- Clause 5: Management Responsibility
- Quality Objective (Ex 1)
- Management Program (Ex 2)
- Clause 6: Resource Management
- Infrastructure & Work Environment (Ex 3)
- Clause 7: Product Realization to be covered in Section 5
- Product Realization (Ex 4)
- Clause 8: Measurement, Analysis and Improvement
- Corrective and Preventive Action (Ex 5)

IMPORTANT TECHNICAL REQUIREMENTS

- Risk Management based on ISO 31000
- Project Management
- Configuration Management based on ISO 10007
- Clause 7: Product Realization

Exam



COMPLIANCE AND LOCAL LAWS

Course Code: **CLL-01**

Course Title: **Foreign Buyers Compliances on Social, Security and Environment**

Duration: **01 Day**

Objective

This program is designed to provide knowledge and awareness to all TEXTILE product manufacturers and exporters in Pakistan regarding FOREIGN BUYERS COMPLIANCE. This program will also be helpful to formulate future implementation strategies for industrial organizations, buying houses and exporters.

At the end of course, delegates will be able to:

- Understand and Interpret the requirements of Compliances with clarity
- Understand requirements of foreign buyers , local laws on compliances, social, environmental and security compliances based on related international standards

Course Contents

- What do foreign buyers / customers demands
- Requirements of some major buyers
- What are related international regulations & Laws
- Social Compliances (SA 8000 and WRAP over view)
- World Wide Responsible Apparel Production -WRAP
- ILO Conventions on Labour issues
- Pakistan Govt status / ratifications on ILO conventions
- Health and Safety Requirements
- Security Compliances (CTPAT Requirements)
- Vendors Code of Conduct
- Environmental Compliances (ISO 14001 overview)
- Environmental issues (textile industry specific)
- Comparison Matrix of IKEA, WallMart, GAP, CHAPS, Levis, Target, Jcpenney, Nike etc



Course Code: **CLL-02**

Course Title: **HSE COMPLIANCE**

Duration: **01 Day**

Objective

At the end of course, delegates will be able to:

- Understand and Interpret the requirements of HSE with clarity
- Conduct initial Gap Analysis at respective organizations

Course Contents

- Fire Safety
- Electrical Safety
- First Aid
- Disaster Recovery
- Burn Safety Aid
- Fire Extinguisher Operation “Pass” Techniques
- Fire Threats & Protection
- Evacuation Planning
- Safety Drills
- Electrical & Fire Risk Screening
- Emergency Preparedness
- Potential Hazard Identification
- Principles Of Extinction
- Classifications Of Fire
- Personal Safety
- Access Control
- Procedural Safety & Security
- Safety & Survival



Course Code: **CLL-03**

Course Title: **SECURITY COMPLIANCE BASED ON C-TPAT**

Duration: **01 Day**

Objective

At the end of course, delegates will be able to:

- Understand and Interpret the requirements of C-TPAT standard with clarity
- Understand security requirements based on best practices

Course Contents

- Physical Security requirements
- Access Control
- Visitor handling
- Facility monitoring
- Procedural Security
- Container inspection / loading and unloading checks for security
- Locks and key management
- Occurrence reporting
- Security posts and fencing
- Vehicle Parking



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Course Code: **CLL-04**

Course Title: **SOCIAL COMPLIANCE BASED ON SA8000**

Duration: **01 Day**

Objective

At the end of course, delegates will be able to:

- Understand and Interpret the requirements of SA 8000 standard with clarity
- Conduct initial Gap Analysis at respective organizations

Course Contents

- Introduction To Sa 8000
- Hr Policies
- Service Rule
- Child Labour
- Forced Labour
- Health & Safety Issues
- Freedom Of Association & Collective Bargaining
- Disciplinary Practices
- Working Hours
- Compensation
- Social Management System
- Personal Security
- Foreign Buyers Requirements
- Comparison Matrix Of Major Buyers
- Ilo Conventions
- Relevent Labour Codes – Pakistan Industries



FOOD SAFETY MANAGEMENT SYSTEM (ISO 22000)

Course Code: **FSM-01**

Course Title: **Introduction to FSM – ISO 22000**

Duration: **01 Day**

Objective

It is now accepted by legislators, enforcement agencies and food professionals that complying with ISO 22000:2005 provides the most effective way of managing & controlling food safety hazards in food production & preparation areas. Especially, with respect to the WTO requirements, food safety & package integrity are becoming major areas of consideration.

Course Contents

- Food Safety Introduction & Background
- W.T.O. Impacts on Food Sector.
- Introduction to ISO 22000:2005 “FSMS” standard
- Description of Framework & Clauses of the standard.
- Pre-Requisite Programs
- “FSMS” Plan Development & Implementation
- Food Safety Management Principles
- Safety Hazard Identification & Analysis.
- Safety Hazard Evaluation and Risk Assessment
- Identification & Monitoring of Critical Control Points & critical Limits.
- Corrective & Preventive Action Plans.
- Verification and Validation of FSMS



Course Code: **FSM-02**

Course Title: **FSM Auditing based on ISO 22000**

Duration: **02 Day**

Objective

At the end of course, delegates will be able to:

- Understand and Interpret the requirements of Food Safety Auditing with clarity
- Conduct internal audits at respective organizations

Course Contents

- Introduction To ISO 22000
- Prevention Vs Detection
- System Documentation
- Introduction To Audits
- Nonconformance Reports & Corrective Action
- Audit Management
- Checklists
- Approach To The Audit
- Auditor – Role & Responsibility
- Performing An Audit
- Reporting
- Auditing Checklist



SECTION II

LAB ACCREDITATION



LABORATORY MANAGEMENT SYSTEM (ISO 17025)

Course Code: **LMS-01**

Course Title: **Introduction to LMS based on ISO 17025**

Duration: **01 Day**

Objective

This course is designed to provide knowledge and awareness to all Inspection, Research, Testing and Calibration Laboratories including Govt Deptt Labs, Hospital Labs and other Industrial Labs regarding Laboratory Accreditation that conform to International Requirements. This will cover both management and technical aspects of Laboratory Management and Good Laboratory Practices.

Primary Objectives:

At the end of course, delegates will be able to:

- Understand and Interpret the requirements of ISO 17025 standard with clarity
- Conduct initial Gap Analysis at respective organizations

Course Contents

- Introduction to ISO 17025
- Accreditation Process
- Requirements of ISO 17025 standard (Clauses)
- Estimation of Uncertainty
- Equipment Management
- Testing Policies & Procedures
- Complaint Handling
- Sampling Methodology
- Proficiency Testing / Inter Lab Comparison
- Management & Technical System Documentation
- System of Identification & Traceability
- Reporting of Test Result



Quality Management Systems.9000

Course Code:	LMS-02
Course Title:	Advanced Training on LMS based on ISO 17025 Lead Implementer
Duration:	03 Day

Objective

This course is designed to provide in-depth knowledge to Testing and Calibration Laboratories involved in Testing and Calibration regarding Laboratory Accreditation (based on ISO 17025:2005) that conforms to International Requirements. This will cover both management and technical aspects of Laboratory Management and Good Laboratory Practices. This will enable the participants to learn modern techniques for Lab System Management and help them to **TRULY & EFFECTIVELY IMPLEMENT** LMS in respective organizations.

Primary Objectives of this course are:

- To provide clear understanding of ISO 17025:2005 standard requirements
- To provide clear understanding of Applicable Management and Technical Requirements
- To maintain LMS in accordance with international requirements based on Good Lab Practices

Course Contents

Lab Accreditation:

- Concept of Accreditation
- Some Common Problems in Labs and their impact on Testing & Calibration
- Accreditation Needs & Role to support trade & industry
- WTO Requirements & MRA
- Accreditation Process

ISO 17025 Standard Requirements:

- In depth understanding of the standard requirements. Clause by Clause
- How Laboratory Technical & Management Requirements should be met
- How Laboratories can improve their efficiency in order to achieve accuracy and precision
- How to improve Test & Calibration results and reduce / eliminate errors
- Authorization of personnel
- Management & Technical System Documentation



Technical Aspect:

- Equipment Management
- Accuracy and Precision
- How to measure Accuracy and Precision
- Testing Policies & Procedures
- Complaint Handling
- Assuring the quality of Test and Calibration
- Reporting of Test Result

Important Technical Features:

- Estimation of Uncertainty
- Proficiency Testing / Inter Lab Comparison
- System of Identification & Traceability
- Lab Statistical Analysis through modern techniques
- Method Validation

Lab System Assessment / Auditing:

- Audit Management
- Conducting and Handling Lab assessments / Audits
- Auditing Techniques
- Non Conforming Testing / Calibration
- Reporting Assessment / Audit Findings
- Role and Responsibility of Assessors

Evaluation:

- Group Exercises
- Examination

Note: Participant qualifying the exam by securing 70% marks can be nominated as "LEAD IMPLEMENTER" and will be awarded a "Certificate of Successful Completion". However, participants securing less than 70% marks will be given "Certificate of Participation"



MEDICAL LABORATORY MANAGEMENT SYSTEM (ISO 15189)

Course Code: **MLMS-01**

Course Title: **Introduction to MLMS based on ISO 15189**

Duration: **01 Day**

Objective

This course is designed to provide knowledge and awareness to all medical, clinical Laboratories regarding Laboratory Accreditation that conform to International Requirements. This will cover both management and technical aspects of Laboratory Management and Good Laboratory Practices.

Primary Objectives:

At the end of course, delegates will be able to:

- Understand and Interpret the requirements of ISO 15189 standard with clarity
- Conduct initial Gap Analysis at respective organizations

Course Contents

- ISO 15189 requirements
- Estimation of Uncertainty
- Equipment Management
- Testing Policies & Procedures
- Complaint Handling
- Sampling Methodology
- Proficiency Testing / Inter Lab Comparison
- Management & Technical System Documentation
- System of Identification & Traceability
- Reporting of Test Result



Course Code: **MLMS-02**

Course Title: **Advanced Training on MLMS based on ISO 15189
Lead Implementer**

Duration: **03 Day**

Objective

This course is designed to provide in-depth knowledge to Medical Laboratories involved in Laboratory Accreditation (based on ISO 15189) that confirms to International Requirements. This will cover both management and technical aspects of Laboratory Management and Good Laboratory Practices. This will enable the participants to learn modern techniques for Lab System Management and help them to **TRULY & EFFECTIVELY IMPLEMENT** MLMS in respective organizations.

Primary Objectives of this course are:

- To provide clear understanding of ISO 15189 standard requirements
- To provide clear understanding of Applicable Management and Technical Requirements
- To maintain MLMS in accordance with international requirements based on Good Lab Practices

Course Contents

Lab Accreditation:

- Concept of Accreditation
- Common Problems in Labs , their impact on Testing & Calibration
- Accreditation process

ISO 15189 Standard Requirements:

- How Labs Technical & Management Requirements should be met
- How Labs can improve their efficiency in order to achieve accuracy and precision
- How to improve Test & Calibration results and reduce/eliminate errors
- Authorization of personnel
- Management & Technical System Documentation.

Technical Aspect:

- Equipment Management
- Accuracy and Precision
- How to measure Accuracy and Precision
- Testing Policies & Procedures
- Complaint Handling
- Assuring the quality of Test
- Reporting of Test Result



Important Technical Features:

- Estimation of Uncertainty
- Proficiency Testing / Inter Lab Comparison
- System of Identification & Traceability
- Lab Statistical Analysis through modern techniques

Lab System Assessment / Auditing:

- Audit Management
- Conducting and Handling Lab assessments / Audits
- Auditing Techniques
- Non Conforming Testing / Calibration
- Reporting Assessment / Audit Findings
- Role and Responsibility of Assessors

Evaluation:

- Group Exercises
- Exam

Note: Participant qualifying the exam by securing 70% marks can be nominated as "LEAD IMPLEMENTER" and will be awarded a "Certificate of Successful Completion". However, participants securing less than 70% marks will be given "Certificate of Participation"



SECTION III

TERMS & CONDITIONS



TERMS & CONDITIONS

Following are the terms and condition for offsite and onsite premises;

<p align="center">Offsite Premises QMS.9000 Responsibility</p>	<p align="center">Onsite Premises Client Responsibility</p>
<ul style="list-style-type: none"> ■ Multimedia, ■ White Board, ■ Training hall, ■ Lunch / refreshments etc. 	<ul style="list-style-type: none"> ■ Multimedia, ■ White Board, ■ Training hall, ■ Lunch / refreshments etc.

Important Note:

- Maximum of 18 participants will be accommodated in each training
- Training will be arranged for Minimum 10 participants in each training
- For two or more modules by an Organization there will be 10 % discount.
- Training charges are to be paid in advance
- One week notice is required to ensure availability of trainer
- Course Timings: 0900-1700 hrs
- Certificates will be provided to all participants



REGISTRATION FORM

FOR ORGANIZATION

Course ID:

Please write course code from the Brochure i.e. the courses that you wish to have at your organization

Name Of Organization	
Location Address (where you want to hold trainings)	
Contact Person (with designation)	
Phone	
Mobile	
Email	
Number Of People (mention how many people from your organization will attend)	
Tentative Dates On Which You Want To Hold These Trainings	
Postal Address For Correspondence (if it is different from location for training)	

Note: Organizations can make copies of the Registration Form

Send Your FILLED Registration Form via Email, Fax and Postal Address to our Office.