



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF INDUSTRY AND TRADE

TANZANIA BUREAU OF STANDARDS (TBS)



Member of the International Standardization (ISO), Codex Alimentarius Commission (WHO/FAO), Agent for ISO and other National Standards Bodies

TRAINING COURSE ANNOUNCEMENT

COURSE TITLE: DEVELOPMENT OF LABORATORY QUALITY SYSTEM DOCUMENTS (HAND-ON-SKILLS)

Duration: Five working days (9th to 13th March 2026)

Target participants: Laboratory analysts, Laboratory Supervisors, Laboratory technologists, Laboratory technicians, Quality assurance and Quality control personnel, Scientists, Researchers, Chemists and any other individual in related professional.

Course Outline

1. Overview of ISO/IEC 17025 and ISO 15189 as per clauses 8.2 – 8.4;
2. Laboratory quality system documentation structure;
3. Development of quality system documents i.e. manual (policy, objectives, procedures, forms, checklist, working instructions, schedules and programs); and
4. Control of quality system documents and records.

Course presentation and methodology

Course will be presented in both Swahili-English languages. Also, the course will be delivered in mode of interactive tutor-led and trainee-led, discussion and hands-on activities.

Benefits of the course

After successful completion of this course, participant will able to:

1. Develop quality manual;

TBS HEADQUARTERS

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All Correspondence should be addressed to the **DIRECTOR GENERAL**

2. Prepare policy, objectives, procedures, forms, checklist, working instructions, program, schedules; and
3. Control and manage documents and records developed in the laboratory.

Course requirements

Each participant is required have laptop/iPad during training.

Course assessment and awards

The assessment to participant who attends the course includes, participates in group work, laboratory practical, exercises and **scores 60%** and above of the final course evaluation, awarded a **certificate on successful completion**. Otherwise, a participant who **scores less than 60%** of the final course evaluation is awarded a **certificate of attendance**. Full attendance of participants is required during the course.

Course fee

The course fee is **TZS 750,000/- per person, non-refundable**. The fee shall cover tuition fee, stationeries and conference facilities. Each applicant will be responsible for his/her own travelling and accommodation expenses.

Mode of application

Interested applicants are advised to apply through email researchandtraining@tbs.go.tz as early as possible and provide the following information:

- i. Contact (physical address /P. O. Box) of applicant;
- ii. Phone number and email address of applicant;
- iii. Contact (physical address/P. O. Box) of applicant;
- iv. Phone number and email address of applicant; and
- v. Organization name, TIN number, contact (physical address/P. O. Box), region and district (if any);

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Mode of payment

Course fee shall be paid in full and once ten days (**10**) days prior to the date of training. Government bill will be issued to applicant.

Postponement and cancellation of training

If a participant fail to attend the training for any reason, the paid course fee will not be refunded. In case the Bureau postpones the training, the applicant will be informed ten (10) days before commencement of the training course together with re-scheduled date.

Training location and venue

The training will be conducted at **Zanzibar**; however, training venue will be communicated to the registered applicant.

For enquiries, contact us through cell phone No. 0800110827 from Monday to Friday (0800 AM-0400 PM).

Issued by:



Rhoda R. Mayugu

Aq. Public Relations and Marketing Manager



"Inspiring Quality and Safety for Better Livelihood"

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