



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
Physical Address
Tanzania Bureau of Standards
Ubungo, Morogoro Road /
Sam Nujoma Road
P. O. Box 9524
DAR ES SALAAM, TANZANIA
Tel. No: +255 22 245 0298/
+255 22 245 0206
Telex: +255 22 2450959
Hotline: 0800110827
E-mail: info@tbs.go.tz
Website: <http://www.tbs.go.tz>
E-mail address for customer complaints:
complaints@tbs.go.tz
Twitter: TBS_Tanzania
Instagram: tbs_Viwango

TBS CENTRAL ZONE
Physical Address
Kambarage Tower
P.O. Box 2956

TBS LAKE ZONE
Physical Address
NSSF Building,
3rd Floor
DODOMA,
TANZANIA

TBS NORTHERN ZONE
Physical Address
NSSF Mafao House
Building, 2nd Floor
P.O. Box 1814
MWANZA,
TANZANIA

TBS SOUTHERN HIGHLANDS ZONE
Physical Address
NHIF Building,
7th Floor
P.O. Box 2399
ARUSHA,
TANZANIA

TBS SOUTHERN ZONE
Physical Address
MTUWASA Building
P. O. Box 1396
MTWARA,
TANZANIA

TBS WESTERN ZONE
Physical Address
NSSF Building (Mafao
House), 2nd Floor
P. O. Box 1276
KIGOMA,
TANZANIA
Tel. No:
+255 28 2804023

Tel. No: +255 26 2520310

Tel. No: +255 28 2501127

Tel. No: +255 27 2520143

Tel. No: +255 23 2334477

Tel. No: +255 25 2502848

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);

TBS HEADQUARTERS	TBS CENTRAL ZONE	TBS LAKE ZONE	TBS NORTHERN ZONE	TBS SOUTHERN HIGHLANDS ZONE	TBS SOUTHERN ZONE	TBS WESTERN ZONE
Physical Address Tanzania Bureau of Standards Ubungo, Morogoro Road / Sam Nujoma Road P. O. Box 9524 DAR ES SALAAM, TANZANIA Tel. No: +255 22 245 0298/ +255 22 245 0206 Telefax: +255 22 2450959 Hotline: 0800110827 E-mail: info@tbs.go.tz Website: http://www.tbs.go.tz E-mail address for customer complaints: complaints@tbs.go.tz Twitter: TBS_Tanzania Instagram: tbs_Viwango	Physical Address Kamarage Tower P.O. Box 2956 DODOMA, TANZANIA Tel. No: +255 26 2520310	Physical Address NSSF Building, 3 rd Floor P.O. Box 1814 MWANZA, TANZANIA Tel. No: +255 28 2501127	Physical Address NSSF Mafao House Building, 2 nd Floor P.O. Box 2399 ARUSHA, TANZANIA Tel. No: +255 27 2520143	Physical Address NHIF Building, 7 th Floor P.O. Box 1674 MBEYA, TANZANIA Tel. No: +255 25 2502848	Physical Address MTUWASA Building MTWARA, TANZANIA Tel. No: +255 23 2334477	Physical Address NSSF Building (Mafao House), 2 nd Floor P. O. Box 1276 KIGOMA, TANZANIA Tel. No: +255 28 2804023

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

Ag. Public Relations and Marketing Manager



"Inspiring Quality and Safety for Better Livelihood"

TBS HEADQUARTERS

Physical Address
Tanzania Bureau of Standards
Ubungo, Morogoro Road /
Sam Nujoma Road
P. O. Box 9524
DAR ES SALAAM, TANZANIA
Tel. No: +255 22 245 0298/
+255 22 245 0206
Telefax: +255 22 2450959
Hotline: 0800110827
E-mail: info@tbs.go.tz
Website: <http://www.tbs.go.tz>
E-mail address for customer complaints:
complaints@tbs.go.tz
Twitter: TBS_Tanzania
Instagram: tbs_Viwango

TBS CENTRAL ZONE

Physical Address
Kambarage Tower
P.O. Box 2956

DODOMA,
TANZANIA

Tel. No:
+255 26 2520310

TBS LAKE ZONE

Physical Address
NSSF Building,
3rd Floor
P.O. Box 1814

MWANZA,
TANZANIA

Tel. No:
+255 28 2501127

TBS NORTHERN ZONE

Physical Address
NSSF Mafao House
Building, 2nd Floor
P.O. Box 2399

ARUSHA,
TANZANIA

Tel. No:
+255 27 2520143

TBS SOUTHERN HIGHLANDS ZONE

Physical Address
NHIF Building,
7th Floor
P.O. Box 1674

MBEYA,
TANZANIA

Tel. No:
+255 25 2502848

TBS SOUTHERN ZONE

Physical Address
MTUWASA Building
P. O. Box 1396

MTWARA,
TANZANIA

Tel. No:
+255 23 2334477

TBS WESTERN ZONE

Physical Address
NSSF Building (Mafao House), 2nd Floor
P. O. Box 1276

KIGOMA,
TANZANIA

Tel. No:
+255 28 2804023