



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF INDUSTRY AND TRADE

**TANZANIA BUREAU OF STANDARDS (TBS)**



ISO 9001:2015 Certified

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

## TRAINING COURSE ANNOUNCEMENT

### COURSE TITLE: LABORATORY EQUIPMENT MANAGEMENT

**Duration: Five (5) days (15<sup>th</sup> to 19<sup>th</sup> April, 2024)**

**Targeted participants:** Laboratory analysts, metrologists, scientists, researchers, laboratory technicians, laboratory technologists, quality assurance personnel, microbiologists, laboratory managers, chemists, quality control personnel and any other related professionals.

#### Course outline

- Concept of laboratory equipment management;
- Selection and purchasing of laboratory equipment;
- Equipment qualifications;
- Minor troubleshooting and preventive maintenance;
- Calibration and verification;
- Retirement and disposal of equipment; and
- Documentation.

#### Benefits of the course

After successful completion of this course, participants will be able to:

- identify user requirements during selection and purchasing processes;
- maintain equipment documentation;
- prepare and implement maintenance schedule and equipment inventory;
- perform equipment qualifications;

TBS HEADQUARTERS  
Physical Address  
Tanzania Bureau of Standards  
Ubungu, 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

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

- identify cause of problem and take corrective action;
- use equipment manual for minor troubleshooting and preventive maintenance; and
- develop calibration and verification plan.

## Course presentation and methodology

The course will be presented in Swahili and/or English languages. The course will be delivered in interactive tutor-led and trainee-led discussions, experience from trainees and group participation.

## Course requirements

Every participant shall have a laptop or iPad.

## Course assessment and awards

A participant, who attends the course, participates in group work, exercises and test and scores 60% and above of the final course evaluation shall be awarded a certificate of successful completion. Otherwise, shall be awarded a certificate of attendance. In addition, participant will be provided with training materials for further reference. Full attendance and participation are required during the course.

## Course fee

The course fee is **TZS 500,000/- per person for Tanzanians and USD 500 per person for foreigners, non-refundable.**

## Mode of application

Interested applicant is advised to apply for the course through email [researchandtraining@tbs.go.tz](mailto:researchandtraining@tbs.go.tz) and provide the following information:

- Full name of the applicant;
- Region and district of the applicant;
- Contact (physical address/P. O. Box) of the applicant;
- Phone number and email address of the applicant; and

**TBS HEADQUARTERS**  
Physical Address  
Tanzania Bureau of Standards  
Ubungu, 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 22 245 0959  
Hotline: 0800110827  
E-mail: [info@tbs.go.tz](mailto:info@tbs.go.tz)  
Website: <http://www.tbs.go.tz>  
E-mail address for customer  
complaints:  
[complaints@tbs.go.tz](mailto:complaints@tbs.go.tz)  
Twitter: TBS\_Tanzania  
Instagram: [tbs\\_Viwango](https://www.instagram.com/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

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

- v) Organization name, TIN number, contact (physical address/P. O. Box), region and district (if any).

### Mode of payment

Course fee shall be paid in full and once prior to the date of training. Government bill will be issued to applicant. The course fee shall cover tuition fee, stationeries, training materials, food and refreshments. Each applicant shall be responsible for his/her own traveling and accommodation expenses.

### Postponement and cancellation of training

If a participant fails 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 venue

The training will be conducted at Test House 5<sup>th</sup> Floor Wing A at TBS Headquarters, Ubungo Area, Morogoro Road/Sam Nujoma Road, Dar es Salaam.

**For enquiries, contact us through cell phone No. +255 733 700447 from Monday to Friday (08h00 -16h00).**

Issued by:

**Gladness H. Kaseka**  
**Public Relations and Marketing Manager**

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

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