



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 (17th to 21st November, 2025)

Targeted participants: Laboratory Analyst/Scientist/Technologist/ Technician, Metrologists, Microbiologists, Laboratory Managers, Chemists, Researchers, Quality Assurance/Control personnel and any other related professionals.

Course Outline

1. Concept of laboratory equipment management;
2. User specification requirements;
3. Equipment qualifications;
4. Minor troubleshooting and preventive maintenance;
5. Calibration and verification; and
6. Retirement and disposal of equipment.

Course presentation and methodology:

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

Benefits of the course:

TBS HEADQUARTERS

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

- i. Identify user requirements during selection and purchasing of equipment;
- ii. Apply knowledge on equipment maintenance, documentations and inventory; and
- iii. Perform equipment qualifications, calibration and verification.

Course requirements:

Each participant shall have a laptop/ 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, a participant who scores less than 60% of the final course evaluation shall be awarded a certificate of attendance. In addition, participants will be provided with training materials for further reference. 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, training materials, stationeries, food and refreshments. Each applicant shall 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 since the maximum number of participants required is twenty-five (25) and provide the following information:

- i) Full name of applicant;
- ii) Region and district of applicant;
- iii) Contact (physical address/P. O. Box) of applicant;
- iv) Phone number and email address of applicant; and
- v) Organisation name, TIN, 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 fourteen (**14**) days before the date of training. The government bill will be issued to the applicant.

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 the event that the Bureau postpones the training, the applicant will be informed **ten (10) days** prior to the commencement of the training course, along with the rescheduled date.

Training venue

The training will be conducted at **Morogoro**, Tanzania; however, the training venue will be communicated to the registered applicants.

For enquiries, contact us through cell phone No. 0800110827 from Monday to Friday (08hr00AM -04hr00PM).

Issued by:



Gladness H. Kaseka

Public Relations and Marketing Manager



“Inspiring Quality and Safety for Better Livelihood”

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