



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 QUALITY SYSTEM DOCUMENTATION

**Duration:** Five (5) days (22<sup>nd</sup> to 26<sup>th</sup> September, 2025)

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

**Note:** Participants shall have knowledge on ISO/IEC 17025 standard requirements

#### Course Outline

1. Concept of quality system documentation;
2. Formulation and maintenance of laboratory quality system documents (procedure, forms, checklist, work/equipment instructions; and
3. Benefits of quality system documentation.

#### 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:

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

- i. apply knowledge on establishment of quality system documentation;
- ii. manage documents and records generated in the processes; and

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- iii. apply knowledge on implementation of ISO/IEC 17025 requirements.

### Course requirements:

- i) 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](mailto: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) 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 fourteen (**14**) 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 venue

The training will be conducted in **Kibaha**, Tanzania. Details of the venue will be shared with registered applicants.

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

Issued by:



**Gladness H. Kaseka**

**PUBLIC RELATIONS AND MARKETING MANAGER**

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