



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 working days (2<sup>nd</sup> to 6<sup>th</sup> December, 2024)**

**Target 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

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

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

**TBS HEADQUARTERS**  
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- 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.

### **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 500,000/- per person for Tanzanians and USD 500 per person for foreigners, 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 for the course through email [researchandtraining@tbs.go.tz](mailto:researchandtraining@tbs.go.tz) 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 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**

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