



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF INVESTMENT, 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 INTERNAL AUDIT – ISO/IEC 17025:2017**

**Duration: Five (5) days (15<sup>th</sup> to 19<sup>th</sup> August, 2022)**

### Targeted participants:

- Analysts, Quality Assurance Officers, Quality Managers, Quality Control Officers, Graduates in Science fields, Laboratory Technicians, Chemists and Microbiologists from testing and calibration laboratories
- Anyone involved in the auditing implementation of an ISO/IEC 17025

**Note: Participant must have attended course on ISO/IEC 17025: 2017 requirements.**

### Course Outline:

- Introduction
  - Recap of ISO/IEC 17025:2017 – Internal audit requirements
  - Concept of internal audit
- Audit principles as per ISO 19011
- Auditors attributes
- Audit process
  - Preparation of internal audit
  - Execution of internal audit
  - Reporting of internal audit findings
- Laboratory visits
- Evaluation: Group work, exercise and test

#### TBS HEADQUARTERS

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

## Training requirements

- Each participant shall have a laptop

## Benefits of the course

After completion of this course, participant shall be able to: -

- Describe ISO 19011:2011 guidance on audit process
- Initiate and prepare audit activities
- Execute internal audit as per requirement of ISO/IEC 17025:2017
- Document and report audit findings
- Conduct follow-up audit
- Improve laboratory management system

Participant who attends the course, participates in group work, exercise, test and scores **60% and above** of final course evaluation shall be awarded certificate of successful completion. Otherwise participant who scores **less than 60%** of the final course evaluation shall be awarded certificate of attendance. In addition, participants will be provided with training materials for further reference. **80%** attendance of participant is required during the course.

## Course presentation and methodology

- Course will be presented in Swahili-English language.
- Also, the course will be delivered in mode of interactive tutor-led and trainee-led discussions, interaction sessions, and experience from trainees, group participation, laboratory visit, power point presentation, individual exercise, group work and test.

## Course registration

- Course will cover 25 maximum participants. Each applicant shall register by sending email to [researchandtraining@tbs.go.tz](mailto:researchandtraining@tbs.go.tz) **before 16<sup>th</sup> July, 2022** and provide the following information:
  - Full name of applicant
  - Region and district of applicant
  - Contact (physical address/P. O. Box) of applicant
  - Phone number and email address of applicant
  - Organization name, contact (physical address/P. O. Box), region and district (if any),
- For enquiries contact us through cell phone Nos. **+255 655 64 69 34 or +255 784 57 13 70**.

## Course fees

- Course fee for 5 days training course is **TZS 500,000/=**. The fee shall cover training materials, food and refreshments, stationeries and facilitation fee. Each applicant shall be responsible for his/her own travelling and accommodation expenses.

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## Mode of payment

- Course fee shall be paid in full and once. Control number will be issued to applicant and payment shall be made **before 01<sup>st</sup> August, 2022.**

## Training venue

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

## 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 **10 days** before commencement of the training course together with re-scheduled date.

Issued by;

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



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