



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: QUALITY CONTROL AND LABORATORY SYSTEM DOCUMENTATION

Duration: Five (5) days (18th to 22nd July, 2022)

Targeted participants: Laboratory Analysts, Manufacturing Quality Control personnel, Laboratory Technicians, Chemists, Graduates in Science fields, Technical Institutions and Quality Assurance Officers

Course Outline:

1. Concept of Quality Assurance (QA) and Quality Control (QC)
2. Concept of Statistical Quality Control (SQC) and Statistical Process Control (SPC)
3. Quality control tools (check list, histogram, control chart, scatter diagram, cause and effect diagram, Pareto analysis, process flow chart) and their application to processes
4. Laboratory system documentation (quality manuals, quality policy, quality objective, standard operating procedures (SOP)/work instructions, checklist, schedules/programs/forms) and records
5. Laboratory visits
6. Evaluation: Group work, exercise and test

Training requirements

- Each participant shall have a laptop

Benefits of the course

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

- Identify control points in their processes from raw material, in-process and finished product
- Select and apply appropriate quality control tools to their processes
- Identify mandatory quality system documents in the processes

TBS HEADQUARTERS

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

- Manage documents and records generated in the processes

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, 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 **before 20th June, 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 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.

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 03rd July, 2022.**

Training venue

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

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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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