



THE UNITED REPUBLIC OF TANZANIA
MINISTRY OF INDUSTRY AND TRADE
TANZANIA BUREAU OF STANDARDS



Member of the International Standardization (ISO), Codex Alimentarius Commission (WHO/FAO), Agent for ISO and other Ne **ISO 9001:2015 Certified**

TRAINING COURSE ANNOUNCEMENT

COURSE TITLE: LABORATORY INTERNAL AUDIT – ISO/IEC 17025:2017

Duration: Five working days (04th to 08th December, 2023)

Target participants: Laboratory Analyst, Scientist, Researcher, Chemist, Metrologist, Technologist, Microbiologist, Quality Assurance Officer, Quality Manager, Quality Control Officer and other related professionals from testing and calibration laboratories.

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

Course Outline

1. Introduction;
 - Recap of ISO/IEC 17025:2017 –Internal audit requirements;
 - Concept of internal audit;
2. Audit principles as per ISO 19011;
3. Audit process;
 - Preparation of internal audit;
 - Execution of internal audit; and
 - Reporting of internal audit findings.

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

Physical Address
Tanzania Bureau of Standards
Ubungo, Morogoro Road /
Sam Nujoma Road
P. O. Box 9524
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All Correspondence should be addressed to the **DIRECTOR GENERAL**

- i) Describe ISO 19011:2011 guidance on audit process;
- ii) Initiate and prepare audit activities;
- iii) Execute internal audit as per requirement of ISO/IEC 17025:2017;
- iv) Document and report audit findings; and
- v) Conduct follow-up audit.

Course requirements: Each participant shall have a laptop.

Course assessment and awards

A participant who attends the course, participates in group work, individual assignment 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, stationeries, training materials, food and refreshments. Each participant 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 as early as possible 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, Tax Identification Number (TIN), contact (physical address/P. O. Box), region and district (if any).

Mode of payment

Course fee shall be paid in full prior to the date of training. Government bill will be issued to applicant.

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

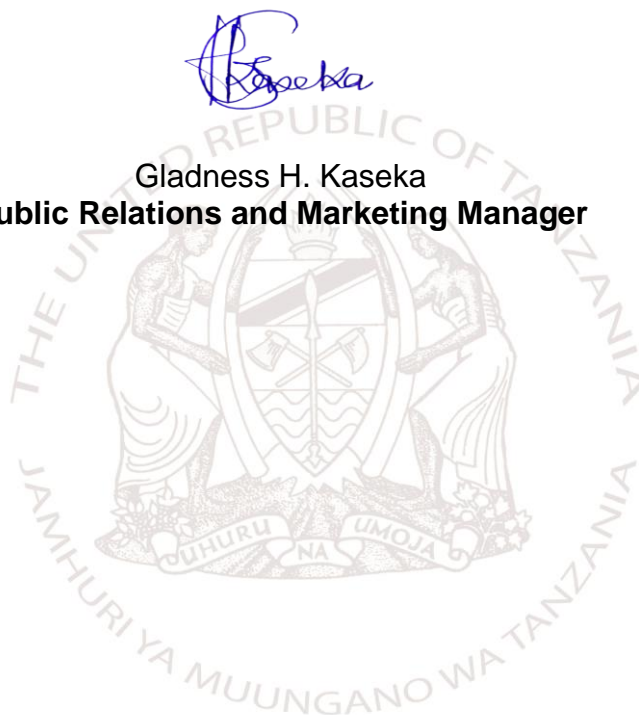
Training venue

The training will be conducted 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 to 16h00).

Issued by:

Gladness H. Kaseka
Public Relations and Marketing Manager



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