



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



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 working days (20th to 24th November, 2023)

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

Course Outline

- i) Concepts of quality system;
- ii) Documentation structure;
- iii) Preparation of laboratory quality system documents (manual, procedure, working instructions, forms, schedule);
- iv) Quality system record keeping; and
- v) Importance 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, laboratory visits, experience from trainees and group participation.

Benefits of the course

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

- i) identify mandatory quality system documents in the processes;
- ii) prepare quality system documents; and
- iii) manage documents and records generated in the processes.

TBS HEADQUARTERS

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

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.

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.

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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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