



THE UNITED REPUBLIC OF TANZANIA

MINISTRY OF INDUSTRY AND TRADE

TANZANIA BUREAU OF STANDARDS (TBS)



Member of the International Standardization (ISO), Codex Alimentarius Commission (WHO/FAO), Agent for ISO and other National Standards Bodies

TRAINING COURSE ANNOUNCEMENT

COURSE TITLE: INTERNAL AUDITORS FOR ISO/IEC 17025:2017

Duration: Five (5) days (24th to 28th March, 2025)

Targeted participants: Laboratory analysts, scientists, researchers, laboratory technicians, chemists, metrologists, laboratory technologists, microbiologists, quality control and quality assurance officers, laboratory quality managers and any other related professionals.

Course Outline

1. Concept of internal audit;
2. Importance of internal audit;
3. Audit principles as per ISO 19011;
4. Preparation and execution of internal audit;
5. Reporting of internal audit findings; and
6. Follow-up on corrective action.

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 and roleplay.

Benefits of the course

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

- i. interpret requirements of the standards;

TBS HEADQUARTERS

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- ii. initiate and prepare audit activities;
- iii. execute internal audits;
- iv. document and report audit findings; and
- v. conduct follow-up audits.

Course requirements

- a) Participants shall have knowledge on ISO/IEC 17025 standard requirements.
- b) Each student may have laptop/iPad

Course assessment and awards

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

Course fees

The course fee is **TZS 500,000.00 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 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 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 fees shall be paid in full prior to the date of training. Government bill will be issued to applicant.

Postponement and cancellation of training course

If a participant fail 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 location and venue

The training will be conducted at **Mwanza Municipality**; however, training venue will be communicated to the registered applicants.

For enquiries, contact us through cell phone No. **0800110827** from **Monday to Friday (0730AM - 0400PM)**.

Issued by;

Deborah C. Haule

Aq. Public Relations and Marketing Manager

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