



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 (28<sup>th</sup> March to 1<sup>st</sup> April, 2022)**

**Targeted participants:** Laboratory Analysts, Manufacturing Quality Control personnel, Laboratory Technicians, Chemists, Graduates from Science field, Technical Institution

#### Course Outline:

1. Concept of Quality, Quality Control and Quality Assurance
2. Statistical quality and process control
  - Concept of Statistical quality and process control
  - Benefits of Statistical quality and process control
  - How to perform quality control in raw material, in-process and finished product
  - Variation associated in statistical quality and process control (systematic effect/assignable cause and random effect /common cause)
  - Quality control tools (check list, histogram, control chart, scatter diagram, cause and effect diagram, Pareto analysis, process flow chart)
  - Application of quality control tools (process flow chart, check list, control chart, cause and effect diagram) in the manufacturing processes and testing of product
  - Evaluation of data obtain from quality control chart
  - Application of data generated from quality control analysis for processes improvement
3. Quality control documentation and records
  - Concept and benefits of documentation and record keeping

#### TBS HEADQUARTERS

Physical Address  
Tanzania Bureau of Standards  
Ubungo, Morogoro Road /  
Sam Nujoma Road  
P. O. Box 9524  
DAR ES SALAAM, TANZANIA  
Tel. No: +255 22 245 0298/  
+255 22 245 0206  
Telefax: +255 22 2450959  
Hotline: 0800110827  
E-mail: info@tbs.go.tz  
Website: <http://www.tbs.go.tz>  
E-mail address for customer complaints:  
complaints@tbs.go.tz  
Twitter: TBS\_Tanzania  
Instagram: tbs\_Viwango

#### TBS CENTRAL ZONE

Physical Address  
Kambarage Tower  
P. O. Box 2956  
DODOMA,  
TANZANIA  
Tel. No:  
+255 26 2520310

#### TBS LAKE ZONE

Physical Address  
NSSF Building,  
3<sup>rd</sup> Floor  
P.O. Box 1814  
MWANZA,  
TANZANIA  
Tel. No:  
+255 28 2501127

#### TBS NORTHERN ZONE

Physical Address  
NSSF Mafao House  
Building, 2<sup>nd</sup> Floor  
P.O. Box 2399  
ARUSHA,  
TANZANIA  
Tel. No:  
+255 27 2520143

#### TBS SOUTHERN HIGHLANDS ZONE

Physical Address  
NHIF Building,  
7<sup>th</sup> Floor  
P.O. Box 1674  
MBEYA,  
TANZANIA  
Tel No:  
+255 25 2502848

#### TBS SOUTHERN ZONE

Physical Address  
MTUWASA Building  
P. O. Box 1396  
MTWARA,  
TANZANIA  
Tel. No:  
+255 23 2334477

#### TBS WESTERN ZONE

Physical Address  
NSSF Building (Mafao  
House), 2<sup>nd</sup> Floor  
P. O. Box 1276  
KIGOMA,  
TANZANIA  
Tel. No:  
+255 28 2804023

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

- Quality system documentation: quality manuals, quality policy, quality objective, standard operating procedures (SOP)/working instruction, checklist, schedule/program/forms,
- Quality system record: identification, storage, access, protection, back-up, achieve, retrieve, retention time, disposal

#### 4. Evaluation: group work, exercise and test

### Training requirements

- Each student shall have calculator
- option laptop, iPad

### Benefits of the course

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

- Identify critical control points in their processes from raw material, in-process and finished product
- Select and apply appropriate quality control tools to their processes
- Identify root cause by using cause and effect diagram for processes improvement
- Document all mandatory documents in the respective of their processes/services
- Manage records generated in their processes

Candidate who attend course, participate group work, exercise, test and score **60% and above** of final course evaluation shall be awarded with certificate of successful completion. Otherwise candidate who scores **less than 60%** of the final course evaluation shall be awarded with certificate of attendance. In addition, candidate will be provided with training material 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, power point presentation, individual exercise, group work and test.

### Course registration

- Course will cover 25 maximum participants. Each applicant shall register in the email addresses: [researchandtraining@tbs.go.tz](mailto:researchandtraining@tbs.go.tz), cell phone No. +255 754 099 972, +255 655 646 934 **fourteen (14) days** from the date of this announcement.

#### TBS HEADQUARTERS

Physical Address  
Tanzania Bureau of Standards  
Ubungu, Morogoro Road /  
Sam Nujoma Road  
P. O. Box 9524  
DAR ES SALAAM, TANZANIA  
Tel. No: +255 22 245 0298/  
+255 22 245 0206  
Telefax: +255 22 2450959  
Hotline: 0800110827  
E-mail: [info@tbs.go.tz](mailto:info@tbs.go.tz)  
Website: <http://www.tbs.go.tz>  
E-mail address for customer complaints:  
[complaints@tbs.go.tz](mailto:complaints@tbs.go.tz)  
Twitter: TBS\_Tanzania  
Instagram: tbs\_Vivango

#### TBS CENTRAL ZONE

Physical Address  
Kambarage Tower  
P. O. Box 2956  
DODOMA,  
TANZANIA  
Tel. No:  
+255 26 2520310

#### TBS LAKE ZONE

Physical Address  
NSSF Building,  
3<sup>rd</sup> Floor  
P.O. Box 1814  
MWANZA,  
TANZANIA  
Tel. No:  
+255 28 2501127

#### TBS NORTHERN ZONE

Physical Address  
NSSF Mafao House  
Building, 2<sup>nd</sup> Floor  
P.O. Box 2399  
ARUSHA,  
TANZANIA  
Tel. No:  
+255 27 2520143

#### TBS SOUTHERN HIGHLANDS ZONE

Physical Address  
NHIF Building,  
7<sup>th</sup> Floor  
P.O. Box 1674  
MBEYA,  
TANZANIA  
Tel No:  
+255 25 2502848

#### TBS SOUTHERN ZONE

Physical Address  
MTUWASA Building  
P. O. Box 1396  
MTWARA,  
TANZANIA  
Tel. No:  
+255 23 2334477

#### TBS WESTERN ZONE

Physical Address  
NSSF Building (Mafao  
House), 2<sup>nd</sup> Floor  
P. O. Box 1276  
KIGOMA,  
TANZANIA  
Tel. No:  
+255 28 2804023

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

## Course fees

- Course fees for 5 days training is **TZS 400,000/=**. The fees shall cover training materials, food and refreshment, stationaries and facilitation fees. Each applicant shall be responsible for his/her own travelling and accommodation expenses.

## Mode of payment

- Course fees shall be paid in full and once. Control number will be issued to applicant and payment shall be **fourteen (14) days** before commencement of training.

## Training venue

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

## Postponement and cancellation of Training course

If one 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.

For more details, contact us through hotline number **0800110827**.

Issued by



Gladness H. Kaseka  
**Head of Public Relations and Marketing**

### TBS HEADQUARTERS

Physical Address  
Tanzania Bureau of Standards  
Ubungu, Morogoro Road /  
Sam Nujoma Road  
P. O. Box 9524  
DAR ES SALAAM, TANZANIA  
Tel. No: +255 22 245 0298/  
+255 22 245 0206  
Telefax: +255 22 2450959  
Hotline: 0800110827  
E-mail: info@tbs.go.tz  
Website: <http://www.tbs.go.tz>  
E-mail address for customer complaints:  
complaints@tbs.go.tz  
Twitter: TBS\_Tanzania  
Instagram: tbs\_Viwango

### TBS CENTRAL ZONE

Physical Address  
Kambarage Tower  
P. O. Box 2956  
DODOMA,  
TANZANIA  
Tel. No:  
+255 26 2520310

### TBS LAKE ZONE

Physical Address  
NSSF Building,  
3<sup>rd</sup> Floor  
P.O. Box 1814  
MWANZA,  
TANZANIA  
Tel. No:  
+255 28 2501127

### TBS NORTHERN ZONE

Physical Address  
NSSF Mafao House  
Building, 2<sup>nd</sup> Floor  
P.O. Box 2399  
ARUSHA,  
TANZANIA  
Tel. No:  
+255 27 2520143

### TBS SOUTHERN HIGHLANDS ZONE

Physical Address  
NHIF Building,  
7<sup>th</sup> Floor  
P.O. Box 1674  
MBEYA,  
TANZANIA  
Tel No:  
+255 25 2502848

### TBS SOUTHERN ZONE

Physical Address  
MTUWASA Building  
P. O. Box 1396  
MTWARA,  
TANZANIA  
Tel. No:  
+255 23 2334477

### TBS WESTERN ZONE

Physical Address  
NSSF Building (Mafao  
House), 2<sup>nd</sup> Floor  
P. O. Box 1276  
KIGOMA,  
TANZANIA  
Tel. No:  
+255 28 2804023

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