



The Energy and Resources Institute

**2 days Training Programme on
Laboratory Quality Management System (LQMS)
As per ISO/IEC 17025:2005**

Date: 29-30 August, 2016

Venue: TERI University, Vasant Kunj, New Delhi 110070

Agenda

<i>Time</i>	<i>Course Content</i>	<i>Presenter</i>
<u>29 August 2016 (Day -1)</u>		
09:30 – 10:00	<ul style="list-style-type: none">• Welcome Address• Introduction to course	
10:00 – 01:00	Management Requirements – Part 1 <ul style="list-style-type: none">• Documentation of a Quality Assurance System - Structure of Quality Manual• Documentation and Document Control• Traceability (samples, people, operations) registers, forms, logbooks• Exercise	
01:00 – 02:00	Lunch	
02:00 – 05:30	Management Requirements – Part 2 <ul style="list-style-type: none">• Documentation and SOP's preparation• Selection of test methods and method validation• Evaluation of the method-example• Traceability, Calibration, Reference materials• Procedure for new equipment Log Book, Instruction Manual• Exercise	
<u>30 August 2016 (Day -2)</u>		
09:00 – 01:00	Technical Requirements – Part 1 <ul style="list-style-type: none">• Non-Conformance Reporting, Remedial, Corrective Actions• Organizational requirements (technical manager, quality manager, qualified, competent personnel)• Purchasing/Sampling/Results Reporting• Internal Audit and Management Review• How to become accredited?• Exercise	
01:00 – 02:00	Lunch	
02:00 – 04:30	Technical Requirements – Part 2 <ul style="list-style-type: none">• Quality Control – laboratory environment; critical environmental parameters, monitoring, criteria –	

	<p>Critical Technical parameters, monitoring</p> <ul style="list-style-type: none">• Quality Control• Basic statistics, Sources of errors, uncertainty, budgeting• Exercise on Uncertainty Calculation	
04:30 – 05:30	<ul style="list-style-type: none">• Valedictory Session• Feedback and Adjourn	