



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

As we know, in the global scenario of Conformity Assessment, Accreditation is playing important role in facilitating trade and commerce within and between all countries of the world. Accreditation bridges the gap in the testing capacity between different countries and help in bridging the trade barrier. It advances the national economy, benefit the health, safety and welfare of the public, and assist and protect consumers. The requirements of Accreditation of Laboratories in every country require all the laboratories undergoing accreditation to report the results that are comparable and are acceptable. Therefore it is usually said - 'tested once, accepted everywhere'.

The requirements of ISO/IEC 17025:2005 are applicable for all types of testing and calibration laboratories. The 2 days training programme has been developed specifically to guide laboratories to cover every aspect of laboratory management from sample preparation and analytical testing to record keeping and reporting. This course provides advanced knowledge to implement and manage a laboratory management system in accordance to the ISO/IEC 17025:2005.

Training Programme Objectives:

- ❖ To understand all elements of the ISO/IEC 17025:2005
- ❖ To interpret the requirements of ISO/IEC 17025:2005 and how to apply these requirements correctly
- ❖ To conduct an effective gap analysis/internal audit/ third party audit of LMS
- ❖ Cover the full range of assessment techniques and good practices
- ❖ Get practical experience of planning, running, and reporting on assessment
- ❖ Gain an understanding and assessing uncertainty, traceability, and PT/ILC

Who Should Attend?

This course is for laboratory's quality managers, technical staff, technician, prospective assessors and consultants, and auditors of all types who want or need to learn better audit practices and want an appreciation for the technical demands of ISO/IEC 17025:2005.

Anyone who wants to gain an understanding of the basic concepts and principles of ISO/IEC 17025:2005 and how it applies to their organization. All the accredited laboratories and laboratories going for accreditation must train all the employees on this basic training.



Course Material:

Course kit comprising detailed pre-course & course material and a copy of International Standard ISO/IEC 17025:2005 will be provided to each participant.

Mode of delivery:

A judicious mix of class room presentations, exercises, group discussion, case studies and hands-on practice will be used. Participants will be encouraged to relate the learning to live situations.

Faculties:

Dr. H.C. Kandpal (retd. Chief Scientist, NPL)

Dr. Kandpal is retired as chief scientist from National Physical Laboratory where he led Testing, Calibration and Research Centre for lighting applications. He has rich experience of 30+ years in the field of designing, functioning & managing testing and calibration laboratories.

Mr. Arvind Sharma, Fellow and Area Convener, TERI

Mr. Sharma has more than 8 years of experience in the field of testing and certification for Electrical and Photometry. He is currently in-charge and Head Technical Operations of TERI's Solar Lighting Laboratory (NABL Accredited lab).

Mr. Richie Brian Stephen, Research Associate, TERI

Mr. Richie Stephen has more than 6 years of experience in test laboratory. He is current “Quality Manager” at TERI’s Solar Lighting Laboratory (NABL Accredited lab).

Course Date and Venue:

29-30 August 2016 (2 Days)

TERI University, Vasant Kunj, New Delhi 110070

Registration fee

A nominal registration fee of Rs 11,500 (including Service tax at 15%) per person would be charged for the training programme which includes lunch and refreshment for two days and training material.

Course coordinator

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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 – Critical Technical parameters, monitoring • 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 	