



香港城市大學  
City University  
of Hong Kong

# **Certificate Course in Quality Management for Laboratory**

**28 January – 29 April 2010**

**Organized by**

**香港品質學會**

**Hong Kong Society for Quality**

Web site: [www.hksq.org](http://www.hksq.org)

Email: [info@hksq.org](mailto:info@hksq.org)

**Co-organized by**

**Department of Biology and Chemistry**

**City University of Hong Kong**



**5<sup>th</sup> Intake**

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 Founding member of Asian Network for Quality (ANQ)

## **Certificate Course in Quality Management for Laboratory**

### **Objectives of the certificate course**

This certificate course is designed to introduce contemporary concepts and knowledge in quality management, measurement, calibration and audit practice of a laboratory.

On completion of this course, participants will be equipped with concepts, knowledge and tools that are expected to be applied by Quality Officers/Engineer/Chemists working in laboratories or testing centres.

### **Outline of the certificate course**

#### **Lectures and tutorials (3hr/session x 9 sessions = 27hr)**

1. Quality Systems <ul style="list-style-type: none"> <li>• Quality Concept</li> <li>• Elements of a Quality System</li> <li>• Documentation Systems</li> <li>• International Standards (ISO9001:2000 &amp; ISO17025)</li> </ul>	4. Good Manufacturing Practices (GMP) <ul style="list-style-type: none"> <li>• Introduction to Good Manufacturing Practices (GMP)</li> <li>• Introduction to Good Laboratory Practices (GLP)</li> <li>• Hong Kong Good Manufacturing Practices Guidelines for Pharmaceutical Products 1995</li> </ul>
2. Introduction of Laboratory Accreditation <ul style="list-style-type: none"> <li>• Hong Kong Accreditation Scheme (HOKLAS)</li> <li>• Mutual Recognition Agreement HOKLAS requirements</li> </ul>	5. Other Management Systems used in Laboratories <ul style="list-style-type: none"> <li>• Introduction to Environmental Management in Laboratory</li> <li>• Introduction of Safety Management in Laboratory</li> <li>• International standard (ISO14001 &amp; OHSAS18001)</li> </ul>
3. Calibration and Uncertainty Measurement <ul style="list-style-type: none"> <li>• Concept of Calibration and Traceability</li> <li>• Methods for the Estimation and Expression of Uncertainty in Measurement</li> <li>• Hands-on experience in Calibration Practices and in Estimation of Measurement Uncertainties</li> <li>• International Standards (ISO Guide to the Expression of Uncertainty in Measurement, EURACHEM/CITAC Guide of Quantifying Uncertainty in Analytical Measurement)</li> </ul>	6. Laboratory Audit Technique <ul style="list-style-type: none"> <li>• Audit / Assess the laboratory performance</li> <li>• Documentation of findings</li> <li>• IRCA Audit Scheme</li> <li>• Laboratory Assessor Requirements</li> </ul> 7. Quality Assurance in Eco-toxicology and Analytical Chemistry <ul style="list-style-type: none"> <li>• Testing requirements and quality control</li> <li>• Standard operation procedure (SOP)</li> </ul>



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<b>Laboratory (3hr x 2 Lab = 6hr)</b> <ol style="list-style-type: none"><li>1. Calibration practice (I)<ul style="list-style-type: none"><li>• Analytical Balance</li><li>• Thermometer</li><li>• Volumetric Flask, Measuring Cylinder, Pipette &amp; Burette</li></ul></li><li>2. Calibration practice (II)<ul style="list-style-type: none"><li>• Preparation of Certified Reference Material</li><li>• Calibration curve for AA / ICP</li></ul></li></ol>	<b>Lecturers:</b> Mr. Lotto Lai (21hrs) (Hong Kong Society for Quality), Dr. Michael Lam (3hrs) (City University of Hong Kong), and other professionals/ guest speakers (to be confirmed)  <b>Day(s) / Time:</b> Thursday, 6:30 – 9:30 pm and Saturday, 9:00 am – 5:00pm (Duration is about 9 weeks and will start on 28 January 2010)
<b>Industrial Visits (3hr x 2 visits = 6hr)</b> Visit professional laboratories in Hong Kong.	<b>Venue:</b> City University of Hong Kong, Kowloon Tong
<b>Examination:</b> Course work – 40% Examination – 60% (2hr)	

**Recognized qualification:**

Statement of Achievement will be issued after examination, and certificate will be issued after evaluation by Hong Kong Society for Quality. Evaluation includes participant qualification and experience.

**How to apply for Enrollment:**

1. Complete the registration form and prepare a crossed cheque for the appropriate registration fees payable to “**The Hong Kong Society for Quality Ltd.**” Fees paid are not refundable.
2. Send the registration form and the cheque to the following address:  
Mr. Lotto K.H. Lai  
HKSQ, P.O. Box 84375, Hung Hom Bay Post Office, Kowloon, Hong Kong
3. Deadline for application is 21 January 2010.

Seats are limited (Only 10 seats for members or others, and 15 seats reserved for CityU students) and will be allocated on a first-come-first-served basis. HKSQ reserves the right in cancellation (in such case, the paid fees will be refunded) and re-arrangement of the course details when necessary.

**If you have questions**

Call Mr. Lotto K.H. Lai at 6181-5272 or [lotto.lai@hkstp.org](mailto:lotto.lai@hkstp.org)  
or Mr. C.P. Chow – email to [info@hksq.org](mailto:info@hksq.org)



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**Registration fee per participant**  
**HK\$4,500 for HKSQ members, HKSTP, its incubatees, or tenants;**  
**clients of Techmax and TQM;**  
**HK\$4,800 for others. The registration fee covers training materials,**  
**laboratory cost, and certificate evaluation cost.**

**HKSQ**  
**Certificate in Quality Management for Laboratory**  
**Registration Form**

**Application deadline: 21 January 2010**

**Fax: 3522 4128**

Dr./Mr./Mrs./Ms.: \_\_\_\_\_ (in Chinese) \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Company Name: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

HKSQ member Membership No.: \_\_\_\_\_  HKSTP /Incubatees /Tenants

Clients of Techmax/ TQM

Others : \_\_\_\_\_

A cheque payable to "**The Hong Kong Society for Quality Limited**" for the amount of HK\$\_\_\_\_\_ is enclosed. (The registration fee is HK\$4500 for HKSQ members; HKSTP, its incubatees, or tenants; and clients of Techmax and TQM, HK\$4800 for other participants)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

(Please send the completed registration form with payment to Mr. Lotto Lai, HKSQ, P.O. Box 84375, Hunghom Bay Post Office, Kowloon, Hong Kong)