



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**

A yellow starburst graphic with multiple points, containing the text '5<sup>th</sup> Intake' in a bold, black, sans-serif font.



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## **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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<p><b>Laboratory (3hr x 2 Lab = 6hr)</b></p> <ol style="list-style-type: none"> <li>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>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>	<p><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)</p> <p><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)</p> <p><b>Venue:</b>          City University of Hong Kong,          Kowloon Tong</p>
<p><b>Industrial Visits (3hr x 2 visits = 6hr)</b>          Visit professional laboratories in Hong Kong.</p>	
<p><b>Examination:</b>          Course work – 40%          Examination – 60% (2hr)</p>	

**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:**

- 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.
- 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
- 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  
 or Mr. C.P. Chow – email to 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)