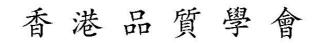




# Certificate Course in Quality Management for Laboratory

20 January - 28 April 2011

Organized by



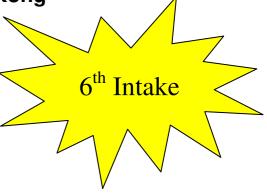
## Hong Kong Society for Quality

Web site: <u>www.hksq.org</u> Email: <u>info@hksq.org</u>

Co-organized by

### **Department of Biology and Chemistry**

**City University of Hong Kong** 





香港品質學會 Hong Kong Society for Quality Limited by Guarantee



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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	4. (	Good Manufacturing Practices (GMP)
•	Quality Concept Elements of a Quality System	-	ntroduction to Good Manufacturing Practices (GMP)
•	Documentation Systems International Standards (ISO9001:2000 & ISO17025)	( • H C	ntroduction to Good Laboratory Practices GLP) Hong Kong Good Manufacturing Practices Guidelines for Pharmaceutical Products 1995
2. •	Introduction of Laboratory Accreditation Hong Kong Accreditation Scheme (HOKLAS) Mutual Recognition Agreement HOKLAS requirements	5. C L I ii L	Other Management Systems used in Laboratories ntroduction to Environmental Management n Laboratory ntroduction of Safety Management in Laboratory
		-	nternational standard (ISO14001 & ) DHSAS18001)
3. • •	Calibration and Uncertainty Measurement Concept of Calibration and Traceability Methods for the Estimation and Expression of Uncertainty in Measurement Hands-on experience in Calibration Practices and in Estimation of Measurement Uncertainties		aboratory Audit Technique Audit / Assess the laboratory performance Documentation of findings IRCA Audit Scheme Laboratory Assessor Requirements
•	International Standards (ISO Guide to the Expression of Uncertainty in Measurement, EURACHEM/CITAC Guide of Quantifying Uncertainty in Analytical Measurement)	4 ר •	Quality Assurance in Eco-toxicology and Analytical Chemistry Festing requirements and quality control Standard operation procedure (SOP)



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<ul> <li>Laboratory (3hr x 2 Lab = 6hr)</li> <li>1. Calibration practice (I) <ul> <li>Analytical Balance</li> <li>Thermometer</li> <li>Volumetric Flask, Measuring Cylinder, Pipette &amp; Burette</li> </ul> </li> <li>2. Calibration practice (II) <ul> <li>Preparation of Certified Reference Material</li> <li>Calibration curve for AA / ICF</li> </ul> </li> <li>Industrial Visits (3hr x 2 visits = 6hr)</li> </ul>	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
Visit professional laboratories in Hong Kong.	on 20 January 2011)
Examination: Course work – 40%	City University of Hong Kong,
Examination – 60% (2hr)	Kowloon Tong

#### **Certified Laboratory Quality Specialist Registration:**

Statement of Achievement will be issued after examination. On successful completion of this course, those who satisfy the other applicable requirements may apply for registration as Certified Laboratory Quality Specialists (CLabQA), or Provisional CLabQA granted by Hong Kong Society for Quality (HKSQ) Visit <u>http://www.hksq.org/cert\_hksq\_clabqs.htm</u> for details of CLabQA (HKSQ) and Provisional CLabQA (HKQA) registration.

#### 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.
- Send the registration form and the cheque to the following address: Dr. Lotto K.H. Lai HKSQ, P.O. Box 84375, Hunghom Bay Post Office, Kowloon, Hong Kong
- 3. Deadline for application is 13 January 2011.

Seats are limited (Only 10 seats for HKSQ members or others, and 15 seats reserved for CityU BCH undergraduate 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.



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#### If you have questions

Call Dr. Lotto K.H. Lai at 6181-5272 or lotto.lai@hkstp.org or Mr. C.P. Chow – email to info@hksq.org

**Registration fee per participant is** 

HK\$4,500 for HKSQ members, HK\$4,650 for ASQ members and 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: 13 January 2011						
Mr./Mrs./Ms.:	(in Chinese)					
Correspondence Address:						
	Telepho		Fax:			
Company Name:						
Position:	Department:					
Address:						
HKSQ Memb	ership No		Others			
ASQ Member	ship No					
of HK\$		e registra	<b>r Quality Limited</b> " for the amount ation fee is HK\$4,500 for HKSQ ,800 for others.)			
Signature:		_	Date:			
	eted registration form with p		o HKSQ, P.O. Box 84375, Hunghom Bay			