



香港城市大學
City University
of Hong Kong

Certificate Course on Quality Management for Laboratory

24 January – 24 April 2008

Organized by

香港品質學會

Hong Kong Society for Quality

Web site: www.hksq.org

Email: info@hksq.org

Co-organized by

Department of Biology and Chemistry

City University of Hong Kong



4th Intake



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



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<p>Laboratory (3hr x 2 Lab = 6hr)</p> <ol style="list-style-type: none"> 1. Calibration practice (I) <ul style="list-style-type: none"> • Analytical Balance • Thermometer • Volumetric Flask, Measuring Cylinder, Pipette & Burette 2. Calibration practice (II) <ul style="list-style-type: none"> • Preparation of Certified Reference Material • Calibration curve for AA / ICP 	<p>Lecturers: 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>Day(s) / Time: Thursday, 6:30 – 9:30 pm and Saturday, 9:00 am – 5:00pm (Duration is about 9 weeks and will start on 24th January 2008)</p> <p>Venue: City University of Hong Kong, Kowloon Tong</p>
<p>Industrial Visits (3hr x 2 visits = 6hr) Visit professional laboratories in Hong Kong.</p>	
<p>Examination: Course work – 40% Examination – 60% (2hr)</p>	

Recognized qualification:

A Statement of Achievement will be issued after examination. Furthermore, a certificate will be issued after evaluation by Hong Kong Society for Quality. The evaluation will take into consideration 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 17 January 2008.

Seats are limited (Only 10 seats are available to HKSQ members or others; another 15 seats are 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, HK\$4,800 for others.
The registration fee covers training materials, laboratory costs and certificate evaluation cost.

HKSQ
Certificate in Quality Management for Laboratory
Registration Form

Application deadline: 17 January 2008

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.: _____

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 members, 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)