

Laboratory Management Course Registration Form
Please fax to 6272 1937

1. Dr/Mr/Mrs/Ms/Miss*: _____

Designation: _____

Meal Preferred: Standard Halal Vegetarian

2. Dr/Mr/Mrs/Ms/Miss*: _____

Designation: _____

Meal Preferred: Standard Halal Vegetarian

(* delete where inappropriate)

Name of Organisation: _____

Address: _____

Tel: _____ Fax: _____

Email: _____

Payment for Course

Cheque for S\$_____ is enclosed (Cheque No: _____ Bank: _____).
All cheques should be crossed and made payable to "**Standards, Productivity and Innovation Board**". No invoice will be issued. A tax receipt will be issued upon clearance of cheque. Please send completed registration form and cheque to:

Accreditation Division
SPRING Singapore
2 Bukit Merah Central
Singapore 159835

Please print your name(s) as you would like it to appear on the certificate(s).

SPRING Singapore
2 Bukit Merah Central Singapore 159835
Tel: +65 6278 6666 Fax: +65 6278 6667
Website: www.spring.gov.sg

Laboratory Management Course

1 – 3 September 2010

9.00am – 5.00pm

Rendezvous Hotel Singapore
Straits Ballroom (Level 2)
9 Bras Basah Road
Singapore 189559

The SAC Accreditation Programme is managed by SPRING Singapore



Enabling Enterprise

Laboratory Management Course

Course Objectives

This course will help participants to:

- Understand the requirements of ISO/IEC 17025:2005 and ISO 15189:2003 as applied to calibration/testing laboratories
- Develop a quality system which can improve the laboratory operations to meet the needs of their clients
- Understand the SAC-SINGLAS requirements for accreditation

Course Outline

The contents for the course are as follows:

- Quality Management Concepts and Culture
- The Elements of ISO/IEC 17025 & ISO 15189
- The Development and Role of International Standards
- Method Selection and Validation
- Selection, Training and Supervision of Staff
- Equipment Management and Calibration
- Uncertainty of Measurement
- Analytical Variation and Uncertainty of Measurement
- Test Records and Reports
- The Accreditation Process including Signatory Approval
- The Development, Documentation and Implementation of Quality Systems

About the Trainer

Greg Walker is a full-time trainer/consultant working with the New Zealand Quality College. He has 19 years of experience in most aspects of laboratory accreditation and 17 years of experience in designing and presenting training courses relating to quality systems, laboratory management, auditing and improvement, leadership and people skills, training and presentation skills. Greg has been a registered Lead Auditor for 10 years and has done over 200 audits of quality management systems and laboratory management systems.

Who should Attend

This course is designed for:

- Laboratory managers and quality managers responsible for bringing their systems into compliance with ISO/IEC 17025 and ISO 15189
- Laboratory personnel who will be implementing and operating the quality system

Certification

A certificate of attendance will be issued to participants who have completed the course.

Enquiry

Please contact Ms Tay Wei Leng on tel: 6279 3772, e-mail: tay_wei_leng@spring.gov.sg or Mr Lim Swee Peng on tel: 6279 1849, e-mail: lim_swee_peng@spring.gov.sg

Course Fee

Fee: S\$1048.60 (incl. GST)

Registration

Registration is on a first come, first served basis and can be made by fax to 6272 1937. Each organisation may register up to 5 participants, more training places may be opened closer to the date. Cheques should be made payable to **"Standards, Productivity and Innovation Board"**. SPRING Singapore reserves the right to cancel, postpone or make changes to the course due to unforeseen circumstances. A refund and cancellation is allowed if written notice is received 14 working days prior to the date of the event. A replacement is welcomed. Please inform us in writing.