



AL044: Water Laboratory Quality Management



Training Description:

This course focuses on how to manage water laboratory through recognize safety rules, prepare solutions, learn the most standard water test methods, select the water analytical instruments, prepare glassware and auxiliaries, water sampling and preserving, collect data and write the technical reports and so on.

This course describes the water laboratory quality system (policies and procedures) operations are performed including the organization, objectives, and operating philosophy. All personnel within the water laboratory are required to follow the policies and procedures that are contained in this document. The policies and procedures in the Water Laboratory Quality Management shall guide water laboratory personnel in collecting, producing, maintaining, and reporting data of known quality and, where applicable, demonstrate regulatory compliance.

The objectives of this course are to describe this quality system, to document the water laboratory quality policies and procedures, and to provide a tool for ensuring personnel are both knowledgeable of and committed to these policies and procedures. The Water Laboratory Quality Management as a whole is designed to ensure that all events affecting the quality of data are known and properly documented. All laboratory personnel must read this document and sign an attestation memo that they shall implement the policies and procedures contained in the Laboratory Quality Management in their work practices. These policies and procedures ensure:

- Laboratory's personnel have appropriate training and supervision
- The implementation of proper procedures for sample collection, preservation, storage, record keeping, analysis, and reporting
- Where applicable data is traceable to acceptable reference standards
- Degree of precision, accuracy, and bias of the analyses is known and documented
- That analytical equipment is properly used, calibrated, and maintained
- Data is reported in useful and comparable formats

Training Objective:

By the end of the training, participants will be able to:

- ✓ Develop and understand quality system documentation for the laboratory including training on developing quality manual and procedures etc.
- ✓ Manage equipment, calibration, traceability, measurement uncertainty, environment, test methods, test items, safety, quality control, records and reports etc.
- ✓ Learn the techniques of conducting internal audit and reporting of the internal audit findings
- ✓ Understand management review and its contents
- ✓ Apply the techniques for conducting ILC/proficiency testing & evaluate the scores
- ✓ Understand estimating uncertainty in measurement

Training Designed for:

This course is intended for those who are involved in the laboratory accreditation, documentation and auditing including Laboratory Managers, Superintendents, Supervisors, Scientists, Chemists, Analysts and other Laboratory Technical Staff. Further, the course will be of great value for Quality Managers, Quality Engineers, Quality Auditors and Management Representatives.





Training Program:

DAY ONE:

- ❖ PRE-TEST
- ❖ Introduction and Scope
- ❖ Organizational Roles and Responsibilities
- ❖ Quality Systems
- ❖ Control of Quality Documents

DAY TWO:

- ❖ Review of Requests, Tenders and Contracts
- ❖ Subcontracting of Tests
- ❖ Purchasing Services and Supplies
- ❖ Service to the Client
- ❖ Complaints

DAY THREE:

- ❖ Control of Nonconforming Work
- ❖ Improvement
- ❖ Corrective Action
- ❖ Preventative Measures
- ❖ Control of Records

DAY FOUR:

- ❖ Audits and Management Review
- ❖ Personnel, Training and Data Integrity
- ❖ Test Methods and Method Validation
- ❖ Equipment and Calibrations
- ❖ Measurement Traceability
- ❖ Sample Management
- ❖ Quality of Test Results 23 Reporting of Results

DAY FIVE:

- ❖ Water Laboratory Quality Management
- ❖ Technical Requirements for Good Lab Management reference to ISO 17025
- ❖ Management Requirements for Good Laboratory Management Reference ISO/EC 17025:2005
- ❖ Internal Quality Auditing
- ❖ Proficiency Test Definition and Benefits
- ❖ Statistical Concept
- ❖ Z-score Definition and Calculation
- ❖ Statistical Process Control
- ❖ Documentation
- ❖ Course Conclusion
- ❖ POST-TEST and EVALUATION





Training Requirements:

“Hands-on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.”

Please note that the above topics can be amended as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

Training Methodology:

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Software & General Discussions
- Pre and Post Test

Training Certificate(s):

Internationally recognized certificate(s) will be issued to each participant who completed the course.

Training Fees:

As per the course location - This rate includes participant’s manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

Training Timings:

Daily Timings:

07:45 - 08:00	Morning Coffee / Tea
08:00 - 10:00	First Session
10:00 - 10:20	Recess (Coffee/Tea/Snacks)
10:20 - 12:20	Second Session
12:20 - 13:30	Recess (Prayer Break & Lunch)
13:30 - 15:00	Last Session

For training registrations or in-house enquiries, please contact:

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Training & Career Development Department

