



CODE: LMS004-V

MS ISO/IEC 17025:2017 DOCUMENTATION & IMPLEMENTATION

COURSE OBJECTIVE:

This training module is developed for those who wish to update the laboratory to a laboratory accreditation scheme or updating the current system to meet new requirement of Laboratory Management System (LMS). At the end of the course, participants are expected to understand the requirements, prepare effective documents and understand the impact of implementing the laboratory management system to the organization.

METHODOLOGY:

Lecture, Work Example, Case Study, Exercise and Group Activities.

Who Should Attend?

Management Representatives, Managers, Department Heads, Supervisors, Engineers, Chemist, QA/QC, and those involved in Testing, Sampling and Calibration activities.



Training notes, and certificate of attendance will be provided.

COURSE CONTENT:

- ❖ Introduction to ISO/IEC 17025 Laboratory Management System.
- ❖ Understand the requirement of 5 main requirements in details.
- ❖ Guidance on writing management system documentation (Policy, Objective, Procedure, Work Instruction and Forms).
- ❖ Guidance on implement the requirements of the Standards and Accreditation Body.
- ❖ Explain the duties and authorities of all laboratory personnel including laboratory management.
- ❖ Understand the responsibility to generate valid and trust-worthy test report or calibration certificate.

PROFESSIONAL TRAINER



Mrs. Hasnas Binti Hussain
hasnas@onegasmaster.com

Mrs. Hasnas is specialized in the measurement, calibration, and laboratory management system since 2004. She has successfully set up one of the branches laboratories for accreditation from Standards Malaysia and is listed as one of SMM Approved Signatory. She also experiences support the company as trainer for metrology courses and support to coordinate calibration item to outsource laboratories. Her valuable experience working in accredited calibration laboratory has exposed her to the whole process of calibration industry.

REGISTRATION FORM (LMS004-V)

Training Date: _____

Participants:

(Please fill in participant details if more than 3 pax):

Name: _____

Gender: _____

IC Number: _____

Designation: _____

Department: _____

Mobile No.: _____

Email: _____

Name: _____

Gender: _____

IC Number: _____

Designation: _____

Department: _____

Mobile No.: _____

Email: _____

Name: _____

Gender: _____

IC Number: _____

Designation: _____

Department: _____

Mobile No.: _____

Email: _____

TRAINING INVESTMENT

Registration Fee: RM 1,200 per participant

Discount: 5% discount (3 pax & above)

Duration: 2 Days

Time: 9:00 am - 5:00 pm

Venue: Remote Online training via Microsoft Teams

For HR Department (Customer)

Company Name:

Address:

Tel No.:

Contact Person:

Designation:

E-mail:

Signature:

Company Stamp:

REGISTRATION & CANCELLATION POLICY:

1. ONE GASMATER SDN. BHD. reserves the right to cancel, postpone or make any changes to the venue and training dates due to unavoidable circumstances.
2. Early registration is strongly encouraged. Registration can be made no later than 7 days before the training date.
3. Please do not make any arrangements until you have received confirmation for your registration.
4. No cancellation is allowed after training confirmed. Please arrange replacement for candidate if required.

PAYMENT DETAILS:

HRD Corp Claimable Course

Refer to HR Department for HRD Corp grant application and claim submission.

Non HRD Corp Claimable Course

All payment must be received 5 working days prior to the training date.

Kindly refer invoice for bank details.

REMARK: Certificate will be issued after received full payment.