# TRAINING PROGRAMME SCHEDULE – 2022

NOTE: Training fee shall be paid before registration Except Assessor Trainings (Upload the deposit slip as evidence)

Bank –BOC, Account Number:3000203, Account Name: Sri Lanka Accreditation Board, Branch –Kollupitiya 2nd Branch.

Payment description: Name of participant, Selected programme and date

Please read instructions for more information

: Assessor Trainings will be conducted as classroom programmes

## SCHEDULED TRAINING PROGRAMMES

| Month | Dates | Training Programme & Maximum number of participants | Standard | Training fee/per participant | Eligibility requirements | Main contents | Registration link and closing date |
|---|---|---|---|---|---|---|---|
| Feb | 10–11 | Introduction to Laboratory Quality Management Systems as per ISO/IEC 17025:2017  Online  Maximum – 50 participants | ISO/IEC 17025:2017 | LKR 12000 | Basic understanding of activities related to testing/calibration laboratories | Introduction to Laboratory Accreditation, Accreditation Process and International recognition for laboratory test reports  Detail interpretation on requirements of ISO/IEC 17025:2017  Guidelines for orientation of laboratories to get accreditation | Closing date:  2022-02-03  Registration link: https://docs.google.com/forms/d/1bXntMgCJjITHaM2ncuctxlK-xOP1RarT3UUt6YMsOy8/edit |

| Month | Dates | Training Programme & Maximum number of participants | Standard | Training fee/per participant | Eligibility requirements | Main contents | Registration link and closing date |
|---|---|---|---|---|---|---|---|
| Feb | 19–23 | Assessor Training on Proficiency Testing as per ISO/IEC 17043:2010<br><br>As a classroom programme at SLAB Training Hall<br><br>**Maximum – 20 participants** | ISO/IEC 17043:2010 | LKR 10 000 | B. Sc. or equivalent degree in Science or Engineering or MBBS<br><br>Minimum four years of experience in a laboratory testing/medical laboratory/ inspection and two years of which in the quality management<br><br>Employed as analyst, technician, consultant, clinical scientist or in a similar capacity related to Laboratory testing/ calibration/inspection | ISO / IEC 17043:2010<br><br>ISO 13528:2015<br><br>Overview of ISO/IEC 17025 :2017<br><br>Exercises, Case studies & Discussions<br><br>PTP Accreditation<br><br>PTP Assessments<br><br>ILAC P 10 & ILAC P14 | **Closing date:**<br><br>2022-02-01<br><br>**Registration link:**<br>https://docs.google.com/forms/d/17ytlOgTAmt42tDtxOlba4YqyD_hbgXODxDm10A2DeGs/edit<br><br>**Selected participants will be informed** |

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|---|---|---|---|---|---|---|---|
| ~~Mar~~ | ~~29-30~~ <br><br> **Rescheduled to** <br><br> **10 & 11 May** | Development of Laboratory Quality Management Systems as per ISO/IEC 17025:2017 <br><br> Online <br><br> **Maximum – 40 participants** | ISO/IEC 17025:2017 <br><br> **A dummy quality manual with selected procedures will be provided to each participant** | LKR 12000 | Basic understanding on quality management system requirements/ ISO/IEC 17025 <br><br> Or working as management representative of any quality management system | Interpretation of requirements and identification of documents to be developed to fulfil the requirements <br><br> Pre course assignment and group and individual assignments on development of manual and procedures and supporting documents | **Closing date:** <br><br> 2022-03-22 <br><br><br> **Registration link:** <br> https://docs.google.com/forms/d/1jj8ObPtftX_5oVmhOoexjAf0znh0Dpig1i5FAGIT97c/edit |

| Month | Dates | Training Programme & Maximum number of participants | Standard | Training fee/per participant | Eligibility requirements | Main contents | Registration link and closing date |
|---|---|---|---|---|---|---|---|
| April | 27, 28 & 29 | Internal Auditing of Laboratory Quality Management Systems as per ISO/IEC 17025<br><br>Online<br><br>**Maximum – 50 participants** | ISO/IEC 17025:2017 | LKR 18000 | Basic awareness on ISO/IEC 17025 &<br><br>Experience in working in an accredited or any other related testing/calibration laboratory | Overview of ISO/IEC 17025:2017<br><br>Introduction to Internal auditing, Types of auditing, Auditing techniques and tools<br><br>Development of audit programme and procedures and documents related to planning, conducting and reporting audit findings<br><br>Root cause analysis, corrective actions and follow actions<br><br>Pre course assignment and group and individual assignments<br><br>Online role play to provide experience in conducting internal audits | Closing date:<br><br>2022–04–10<br><br>Registration link:<br>https://docs.google.com/forms/d/1Sxu2JLAMUCW0oQDjT5m4sSYLN50OtKukTAaxZymHV44/edit |

| Month | Dates | Training Programme & Maximum number of participants | Standard | Training fee/per participant | Eligibility requirements | Main contents | Registration link and closing date |
|---|---|---|---|---|---|---|---|
| May | 25-26 | Development of Inspection Bodies/Inspection Units for Accreditation as per ISO /IEC 17020:2012<br><br>Online<br><br>**Maximum – 40 participants** | ISO/IEC 17020:2012 | LKR 12000/= | Basic understanding on ISO/IEC 17020 standard requirements and experience in working in inspection agency or regulatory /enforcement agency | Pre training survey on participants and the related inspection activities Interpretation of ISO/IEC 17020:2012 and relevant international requirements (ILAC P15) in relation to areas identified from pre-survey Introduction of suitable models for establishment of inspection bodies Guidance to develop inspection criteria<br><br>Identification of required documents and outline | Closing date:<br><br>2022-05-18<br><br><br>Registration link:<br>https://docs.google.com/forms/d/132CMZlHvKtHZUH3r6PnaS0bxE_XlOexOb9LZhk4dMYI/edit |

| Month | Dates | Training Programme & Maximum number of participants | Standard | Training fee/per participant | Eligibility requirements | Main contents | Registration link and closing date |
|---|---|---|---|---|---|---|---|
| June | 23–24 | Development of Laboratory Quality Management Systems as per ISO/IEC 17025:2017<br><br>Online<br><br>**Maximum–40 participants** | ISO/IEC 17025:2017<br><br>**A dummy quality manual with selected procedures will be provided to each participant** | LKR 12000 | Basic understanding on quality management system requirements/ ISO/IEC 17025<br><br>Or working as management representative of any quality management system | Interpretation of requirements and identification of documents to be developed to fulfil the requirements<br><br>Pre course assignment and group and individual assignments on development of manual and procedures and supporting documents | Closing date:<br><br>2022-06-14<br><br><br>Registration link:<br>https://docs.google.com/forms/d/1bKJqNArpLqC2mdzqYwkX8dPA2bKHETzd9oxdDjIIrhA/edit |

| Month | Dates | Training Programme & Maximum number of participants | Standard | Training fee/per participant | Eligibility requirements | Main contents | Registration link and closing date |
|---|---|---|---|---|---|---|---|
| July | 25-26 | Internal Auditing of Inspection Bodies as per ISO/IEC 17020:2012<br><br>Maximum – 40 participants | ISO/IEC 17020:2012 | LKR 12000/= | Basic awareness on ISO/IEC 17020:2012 | Overview of ISO/IEC 17020:2012 and ILAC P15<br><br>Introduction of internal auditing<br><br>Types of auditing<br><br>Auditing techniques and tools<br><br>Development of audit programme and procedures and documents related to planning, conducting and reporting audit findings<br><br>Root cause analysis, corrective actions and follow actions<br><br>Pre course assignment and group and individual assignments<br><br>Online role play to provide experience in conducting internal audits | Closing date:<br><br>2022-07-18<br><br>Registration link:<br>https://docs.google.com/forms/d/1L8pZfYg-57eRDAr6-Y8c8Hia8wve35EmIvAapM65Q74/edit |

| Month | Dates | Training Programme & Maximum number of participants | Standard | Training fee/per participant | Eligibility requirements | Main contents | Registration link and closing date |
|-------|-------|-----------------------------------------------------|----------|------------------------------|--------------------------|---------------|-------------------------------------|
| Aug | 22-26 | Assessor Training as per ISO/IEC 17025:2017 <br><br> -General requirements for the competence of testing and calibration laboratories <br><br> As a classroom programme at SLAB Training Hall <br><br> **Maximum - 20 participants** | ISO/IEC 17025:2017 | LKR 55000/= | B.Sc. degree with four (04) years of work experience in a technical field (testing/Calibration laboratory) and two of which shall be in the assigned field of testing/Calibration | ISO/IEC 17025:2017 requirements <br><br> Pre-course assignment Exercises, Case studies & Discussions <br><br> Method Verification and Validation Measurement Uncertainty/Metrological Traceability <br><br> Development of Documentation for Laboratory Quality Management <br><br> SLAB accreditation process <br><br> Role Play <br><br> Examination (3 hours) | **Closing date:** <br><br> 2022-06-30 <br><br><br> **Registration link:** <br><br> https://docs.google.com/forms/d/1NQwP2G7pj3r2LlQCd2dI7KM_SyJO4oFlfmaIPpEEXU8/edit <br><br><br> **Selected participants will be informed** |

| Month | Dates | Training Programme & Maximum number of participants | Standard | Training fee/per participant | Eligibility requirements | Main contents | Registration link and closing date |
|---|---|---|---|---|---|---|---|
| Sep | 15-16 | Introduction to Laboratory Quality Management Systems as per ISO/IEC 17025:2017<br><br>Maximum – 50 participants | ISO/IEC 17025:2017 | LKR 12 000/= | Basic understanding of activities related to testing/calibration laboratories | Introduction to Laboratory Accreditation, Accreditation Process and International recognition for laboratory test reports<br><br>Detail interpretation on requirements of ISO/IEC 17025:2017<br><br>Guidelines for orientation of laboratories to get accreditation | Closing date:<br><br>2022-09-08<br><br>Registration link:<br><br>https://docs.google.com/forms/d/1M9irK35ARrlhFAjBV5FTlePleO-JE1VOgzm5m3RjBJI/edit |

| Month | Dates | Training Programme & Maximum number of participants | Standard | Training fee/per participant | Eligibility requirements | Main contents | Registration link and closing date |
|---|---|---|---|---|---|---|---|
| Oct | 03–07 | Assessor Training as per ISO/IEC 17020:2012<br><br>– requirements for the operation of various types of bodies performing inspection<br><br>As a classroom programme at SLAB Training Hall<br><br>**Maximum – 20 participants** | ISO/IEC 17020:2012 | LKR 55000/= | B.Sc. degree with four (04) years of work experience in a technical field (inspection activities/ regulatory functions) and two of which shall be in the assigned field of Inspection. | ISO/IEC 17020:2012 requirements<br><br>Pre-course assignment<br><br>Exercises, Case studies & Discussions<br><br>Development of management system documentation of Inspection Bodies<br><br>SLAB accreditation process<br><br>Role Play<br><br>Examination (3 hours) | Closing date:<br><br>2022-07-31<br><br><br>Registration link:<br>https://docs.google.com/forms/d/19C3LL_8uEfrW1EhSRZncsKExfHtnONARdNMKLnT8NfU/edit<br><br><br>Selected participants will be informed |

| Month | Dates | Training Programme & Maximum number of participants | Standard | Training fee/per participant | Eligibility requirements | Main contents | Registration link and closing date |
|---|---|---|---|---|---|---|---|
| Nov | 22, 23 & 24 | Internal Auditing of Laboratory Quality Management Systems as per ISO/IEC 17025<br><br>Maximum – 50 participants | ISO/IEC 17025:2017 | LKR 18 000/=<br><br>(With a copy of ISO/IEC 17025 standard)<br><br>LKR 18 000/= without a copy of standard | Basic awareness on ISO/IEC 17025 &<br><br>Experience in working in an accredited or any other related testing/calibration laboratory | Overview of ISO/IEC 17025:2017<br><br>Introduction to Internal auditing, Types of auditing, Auditing techniques and tools<br><br>Development of audit programme and procedures and documents related to planning, conducting and reporting audit findings<br><br>Root cause analysis, corrective actions and follow actions<br><br>Pre course assignment and group and individual assignments<br><br>Online role play to provide experience in conducting internal audits | Closing date:<br><br>2022–11–15<br><br><br>Registration link:<br>https://docs.google.com/forms/d/1WSwACP7XFwDFN4jFnRcL7P-ecvLqmQlo0jsF4akHMlI/edit |

| Month | Dates | Training Programme & Maximum number of participants | Standard | Training fee/per participant | Eligibility requirements | Main contents | Registration link and closing date |
|---|---|---|---|---|---|---|---|
| Dec | 15-16 | Development of Quality Management System of Research & Development Laboratories as per OECD and SLAB accreditation requirements<br><br>Maximum – 40 participants | OECD GLP requirements and SLAB accreditation requirements<br><br>An example quality manual with selected procedures will be provided to each participant | LKR 12 000/= | University Lectures /Students involve in research Management of R & Institutions<br><br>Managers of R & D Laboratories Researchers<br><br>Officers from funding agencies | Interpretation of requirements and identification of documents to be developed to fulfil the requirements<br><br>Pre course assignment and group and individual assignments on development of manual and procedures and supporting documents | Closing date:<br><br>2022-12-07<br><br><br>Registration link:<br>https://docs.google.com/forms/d/1GtHRPZST0GVFgJ2O0qXPRUUVPEOgScoFaUSqpxcLaA8/edit |
| Will be informed | | General awareness on ISO 17034:2016 for Reference Materials Producers, Testing & Calibration Laboratories | ISO 17034:2016 | Will be provided | | | |
| Will be informed | | Assessor Training as per ISO 17034:2016 –Requirements for the competence of reference material producers | ISO 17034:2016 | Will be provided | | | |

# TRAINING PRAGRAMMES AVAILABLE ON DEMAND

| Month/ Dates | Training Programme & Maximum number of participants | Standard | Training fee/per participant | Eligibility requirements | Main contents | Registration link |
|---|---|---|---|---|---|---|
| ON Request 1 Day | General Awareness on future business opportunities for testing/calibration/ inspection bodies, research and development laboratories, research institutions and proficiency testing providers<br><br>Maximum-No limit | ISO/IEC 17043:2010 | LKR 6000 | University Lecturers /Students involve in research<br>Management of R & Institutions<br>Managers of R & D Laboratories<br>Researchers<br>Officers from funding agencies<br>Laboratory Managers/Quality/ Technical Managers, Consultants, Internal Auditors | An overview of international perspectives, domestic needs and opportunities<br>Requirements of ISO/IEC 17043 | Registration link:<br>https://docs.google.com/forms/d/198zeSXl1iNBPjZvpjmjkLZyuGvUaEtADWWbMfx9ql1A/edit |
| ON Request 3 Days | Development of Quality Management System of Proficiency Testing Providers as per ISO/IEC 17043:2010 and extension of ISO/IEC 17025 quality system to cover both ISO/IEC 17025 & ISO/IEC 17043<br>Maximum-40 | ISO/IEC 17043:2010 and ISO 13528:2015 | LKR 18000 | Basic understanding on ISO/IEC 17043:2010 and statistical analysis<br>Laboratory Managers/ Quality Managers/Technical Managers, Consultants | Pre-course survey of participants and their fields<br>Interpretation of requirements of ISO/IEC 17043<br>Identification of additional procedures for laboratories to extend scope to become as PT provider<br>Pre course assignment and group and individual assignments on development of manual and procedures and supporting documents | Registration link:<br>https://docs.google.com/forms/d/183rBRI0KSTYzQ3e-PaZv1s1M37Fcbeo1Yx4hIlg8KXs/edit<br>f |

| Month/ Dates | Training Programme & Maximum number of participants | Standard | Training fee/per participant | Eligibility requirements | Main contents | Registration link |
|---|---|---|---|---|---|---|
| ON Request 2 Days | Introduction to Risk-based approach and Business Continuity management approach for Testing Laboratories and benefits for regulators<br><br>Maximum-40 | ISO/IEC 17025<br><br>ISO 31000<br>ISO 22301 | LKR 12000 | Laboratory Managers/ Quality Managers/Technical Managers, Consultants, Internal Auditors /Laboratory Staff | An overview of ISO /IEC 17025 and requirements related to risk-based approach<br><br>An overview of ISO 31000 and ISO 22301<br><br>Integration of Risk Management with Laboratory Quality Management<br><br>Possible application of Business Continuity Management to laboratory quality management systems<br><br>Development of procedures and Risk registers<br><br>Management of actions to risk and opportunities | Registration link:<br>https://docs.google.com/forms/d/1E9_n7D9Nk9IOmt2MOZkPsl5Kl9HkBTJMzBMnQdMVPqE/edit |

| Month/ Dates | Training Programme & Maximum number of participants | Standard | Training fee/per participant | Eligibility requirements | Main contents | Registration link |
|---|---|---|---|---|---|---|
| ON Request 2 Days | Introduction to Risk-based approach and Business Continuity management approach for Inspection bodies and benefits for regulators Maximum-40 | ISO/IEC 17020, ISO 31000, ISO 22301 | LKR 12000 | Managers/ Quality Managers/Technical Managers, Consultants, Internal Auditors of inspection bodies and officers from regulators | An overview of ISO /IEC 17020 and requirements related to risk-based approach An overview of ISO 31000 and ISO 22301 Integration of Risk Management with Inspection Bodies Quality Management Systems Possible application of Business Continuity Management to Inspection and how regulators consider risk-based approach to implement regulations Development of procedures and Risk registers Management of actions to risk and opportunities | Registration link: https://docs.google.com/forms/d/1DlT1_EQ1vebEz4a7yedpquZD6scaccUnrTiWJwCyuks/edit |
| ON Request 2 Days | Introduction to Accreditation of Inspection Bodies as per ISO/IEC 17020:2012 and role of regulators Maximum-40 | ISO/IEC 17020:2012 | LKR 12000 | There are no specific eligibility requirements. However, experience in conducting inspections/ working regulatory bodies / inspection bodies would be advantage to understand standard and accreditation requirements | Introduction to Inspection Body Accreditation, Accreditation Process and International recognition for inspection reports Role of regulators and how inspection bodies facilitate enforcement of regulations Interpretation of ISO/IEC 17020 requirements Different models for the establishment of different type of inspection bodies | Registration link: https://docs.google.com/forms/d/14betf2l0PNfZW4LPo368OsoCYF7tiOr8Ph7H6odNij4/edit |