



香港城市大學  
City University  
of Hong Kong

# **Certificate Course in Quality Management for Laboratory**

20 January – 28 April 2011

Organized by

香港品質學會

**Hong Kong Society for Quality**

Web site: [www.hksq.org](http://www.hksq.org)

Email: [info@hksq.org](mailto:info@hksq.org)

Co-organized by

**Department of Biology and Chemistry**

**City University of Hong Kong**



6<sup>th</sup> Intake

A bright yellow, multi-pointed starburst graphic with a black outline, containing the text '6<sup>th</sup> Intake' in a black, sans-serif font.



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



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<p><b>Laboratory (3hr x 2 Lab = 6hr)</b></p> <ol style="list-style-type: none"> <li>Calibration practice (I)           <ul style="list-style-type: none"> <li>Analytical Balance</li> <li>Thermometer</li> <li>Volumetric Flask, Measuring Cylinder, Pipette &amp; Burette</li> </ul> </li> <li>Calibration practice (II)           <ul style="list-style-type: none"> <li>Preparation of Certified Reference Material</li> <li>Calibration curve for AA / ICP</li> </ul> </li> </ol>	<p><b>Lecturers:</b>          Dr. 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><b>Day(s) / Time:</b>          Thursday, 6:30 – 9:30 pm and          Saturday, 9:00 am – 5:00pm          (Duration is about 9 weeks and will start on 20 January 2011)</p> <p><b>Venue:</b>          City University of Hong Kong,          Kowloon Tong</p>
<p><b>Industrial Visits (3hr x 2 visits = 6hr)</b>          Visit professional laboratories in Hong Kong.</p>	
<p><b>Examination:</b>          Course work – 40%          Examination – 60% (2hr)</p>	

**Certified Laboratory Quality Specialist Registration:**

Statement of Achievement will be issued after examination. On successful completion of this course, those who satisfy the other applicable requirements may apply for registration as Certified Laboratory Quality Specialists (CLabQA), or Provisional CLabQA granted by Hong Kong Society for Quality (HKSQ) Visit [http://www.hksq.org/cert\\_hksq\\_clabqs.htm](http://www.hksq.org/cert_hksq_clabqs.htm) for details of CLabQA (HKSQ) and Provisional CLabQA (HKQA) registration.

**How to apply for Enrollment:**

- 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.
- Send the registration form and the cheque to the following address:  
 Dr. Lotto K.H. Lai  
 HKSQ, P.O. Box 84375, Hunghom Bay Post Office, Kowloon, Hong Kong
- Deadline for application is 13 January 2011.

Seats are limited (Only 10 seats for HKSQ members or others, and 15 seats reserved for CityU BCH undergraduate 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.



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**If you have questions**

Call Dr. Lotto K.H. Lai at 6181-5272 or lotto.lai@hkstp.org  
 or Mr. C.P. Chow – email to info@hksq.org

**Registration fee per participant is  
 HK\$4,500 for HKSQ members, HK\$4,650 for ASQ members and  
 HK\$4,800 for others. The registration fee covers training materials,  
 laboratory cost, and certificate evaluation cost.**

**HKSQ  
 Certificate in Quality Management for Laboratory  
 Registration Form**

**Application deadline: 13 January 2011**

Mr./Mrs./Ms.: \_\_\_\_\_ (in Chinese) \_\_\_\_\_

Correspondence Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Company Name: \_\_\_\_\_

Position: \_\_\_\_\_ Department: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

HKSQ Membership No. \_\_\_\_\_  Others \_\_\_\_\_

ASQ Membership No. \_\_\_\_\_

A cheque payable to “**The Hong Kong Society for Quality Limited**” for the amount of HK\$ \_\_\_\_\_ is enclosed. (The registration fee is HK\$4,500 for HKSQ members, HK\$4,650 for ASQ members, and HK\$4,800 for others.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Please send the completed registration form with payment to HKSQ, P.O. Box 84375, Hung Hom Bay Post Office, Kowloon, Hong Kong)