

National Institute of Training for Standardization, Bureau of Indian Standards

4-day Online Training programme on "Laboratory Quality Management System & Internal Audit as per IS/ISO/IEC 17025 : 2017" to be held during 14-17 Sept. 2020.

Conducted by: National Institute of Training for Standardization, Bureau of Indian Standards, A 20 & 21, Institutional Area, Sector- 62, NOIDA-201309, U.P., Phone:0120- 4670229, 232

Date: 14-17 September 2020

Training Fee : for **online 4-day LQMS** Rs.13,000/-+18% GST = **Rs. 15340/- per person**

Discount :(10% for 2-5 person, 15% for 6 persons onward nominated from the same organization)

Course Coordinator : Mr Rajendra Kumar Palsania, Scientist-B, Email ID: nits@bis.gov.in
Phone No 0120-4670229,232

Dear Sir/Madam,

Kind Attn : Quality Manager/ Technical Manager/ Laboratory Personnel/Internal Auditors

As you are already aware, in the *global* scenario of Conformity Assessment, Accreditation is playing important role in facilitating trade and commerce within and between all countries of the world. Accreditation bridges the gap in the testing capacity between different countries and help in bridging the trade barrier. It advances the national economy, benefit the health, safety and welfare of the public, and assist and protect consumers. The requirements of Accreditation of Laboratories in every country require all the laboratories undergoing accreditation to report the results that are comparable and are acceptable. This is to say - 'tested once, accepted everywhere'.

Bureau of Indian Standards (BIS) is the National Standard Body of India charged with the responsibility of capacity building in the nation by way of providing quality training to industries, corporates, consumers and other stakeholders through its training wing that is **National Institute of Training for Standardization (NITS)** located at **Noida**. Among the gamut of training programme we have training programme on Laboratory Quality Management System and Internal Audit as per ISO/IEC/IS 17025:2017 which fulfils the need for laboratories seeking accreditation to NABL. We have been conducting the said training programme through class room sessions. However, **due to present condition of COVID-19 outbreak and Government guidelines**, it will not be possible for us to conduct the conventional class room training. Besides the instructions of Govt, of India on social distancing also need to be adhered to. However, keeping in view the request from laboratories across India, it has been considered prudent to conduct the **4-day Training Programme on " Laboratory Quality Management System and Internal Audit as per IS/ISO/IEC 17025:2017 " ONLINE** during **14-17 September 2020**. Certificate of participation would also be provided.

The course shall cover:

- a) An understanding of IS/ISO/IEC 17025: 2017. Workshop(s)/Exercise (s) and case studies are special features.
- b) Developing and understanding on quality system documentation for the testing and calibration Laboratories. It would include training on developing quality manual and procedures etc.
- c) Techniques of conducting Internal Audit and reporting of the internal audit findings.
- d) Management review and its contents.

On completion, participants will be able to:

- a) Establish an internal audit programme as required in NABL Criteria
- b) Schedule, plan, conduct, report on lab internal audits (including the documentation required)
- c) Identify effective auditing techniques
- d) Develop and implement a quality system, compatible with IS/ISO/IEC 17025: 2017.

You are requested to nominate your Laboratory Personnel/Internal Auditors for the above programme. The Training Programme is designed for 20-25 participants; therefore seats would be available for those registering with payment in chronological order.

Limited seats are available and shall be offered on first come first served basis.

In case you are interested to join the said training programme, please confirm your nomination by sending us the scanned copy of your **Nomination form (Copy attached)** along with proof of payment. Our bank details and mode of payment are given in the nomination form itself.

How to Apply: Download attached Nomination form or from BIS website at www.bis.gov.in under **training head** and submit the duly filled nomination form along with requisite fee to NITS through email to nits@bis.gov.in

How to pay Course fee: Through a **Demand Draft** drawn in favour of **Bureau of Indian Standards, payable at Noida** **or** through NEFT/ Netbanking in the **Bureau of Indian Standards, Savings Account No. 712210100000650 Bank of India, Sector-62, Noida , Branch Code :7122, IFSC Code : BKID0007122**

Please note that NITS GST No. **09AAATB0431G2Z8** , PAN No. **AAATB0431G** and SAC Code is **999294**.

Note: Participants should have Laptop/Desktop with good internet speed connectivity supported with camera.

Soft copy of the course material shall be made available to participant **on receipt of nomination form with payment details.**

Thanking you,

Yours faithfully

Rajendra Kumar Palsania

Course Coordinator,NITS

Phone No. 0120-4670229



राष्ट्रीय मानकीकरण प्रशिक्षण संस्थान, नोएडा
NATIONAL INSTITUTE OF TRAINING FOR STANDARDIZATION, NOIDA
भारतीय मानक ब्यूरो
BUREAU OF INDIAN STANDARDS

Nomination Form

Name of the Programme			
Date of the Programme		Venue:	
Sponsoring Organization (OR In Individual Capacity) with complete Address			
Telephone /Mobile Number			
Organization/Firm GST No.			
Email ID			

Participants Details

Sl. No	Name (IN CAPITAL LETTERS)	Designation	Contact No.	Email
1.				
2.				
3.				
4.				
5.				

Will you stay in Hostel ?		If Yes, Please mention the date and time					
Yes	No	Arrival	Date	Time	Departure	Date	Time

Details of Payment (in Rupees)

Training Fees *	Hostel Charges *	GST ##	Discount, if any	Total amount

Mode of Payment

Name of Bank	DD Number & Date **	UTR No. & Date of transaction # (for NEFT only)	Amount (in Rs.)

* For Training/hostel fees, see NITS Training Calendar at BIS website www.bis.gov.in. (Stay in hostel is charged on Night stay basis).

** Demand Draft should be drawn in favour of Bureau of Indian Standards, payable at Noida.

For payments by NEFT, Payment should be made to Bureau of Indian Standards, Savings A/c No. 712210100000650, Bank of India, Sec-62 Noida, Branch Code 7122, IFSC Code BKID0007122.

NITS GST No. 09AAATB0431G2Z8 , SAC Code: 999294 Applicable GST@ 18% on Training fee and Hostel fee.

Date: _____

Signature and Seal _____

The nomination form should preferably be scanned and e-mailed to nits@bis.gov.in, hnits@bis.gov.in and reach NITS at least one week before the programme date. For sending hard copy may be addressed to:

Head, National Institute of Training for Standardization (NITS), Bureau of Indian Standards,

A – 20 & 21, Institutional Area, Sector – 62, NOIDA - 201309, U.P.

Phones: 0120 – 4670227, 4670232, Email: nits@bis.gov.in, hnits@bis.gov.in, Website: <http://www.bis.gov.in>

Important :

- Participants are requested to get the confirmation from NITS, whether, nomination has been accepted or not **before attending the programme.**
- Rules for Refund of Training & Hostel Fees :**
 - A refund of full fees shall be made when cancellation/withdrawal of nomination is made **at least 15 days** in advance of the date of the training.
 - Cancellation/withdrawal of nomination is made **less than 15 days** in advance of the date of the training programme or is not informed, a **cancellation charge of 25%** of the training fees would be levied. The balance amount after deducting the cancellation charges would be returned.
 - Hostel fees if any, paid in advance shall be returned in full.