

APPLIED SCIENCE & QUALITY SYSTEMS (ASQS)

TRAINING PROGRAM

1.0 PROGRAM TITLE:

TRAINING IN MEASUREMENT QUALITY ASSURANCE FOR QUALITY IMPROVEMENT

2.0 INTRODUCTION:

Applied Science and Quality Systems is mounting a training program on the Control and Calibration of monitoring and measuring devices. The program is designed to ensure precision and uniformity of measurement in industry.

It would be noted that through out our technological society, many quality issues are measurement issues. While in the past, most quality personnel tended to take for granted the accuracy of the measurement upon which they base quality decisions, that is rapidly changing. With the advent of Total Quality Commitment programs and ISO 9000 commitment, the importance of adequate measurement has become clear. Most aspects of process control require reliable measurements. Calibration is widely used to authenticate the accuracy of process control instruments.

Metrology is the science and art of making precise measurements. Measurement is the language of science. It is the language we use to communicate about size, quantity, position, condition and time. This course is intended for organizations that have a quality commitment to their customers. These may include:

- Organizations, which have installed and are implementing ISO 9000 standard requirements.
- Organizations, which are at various stages of installation and implementation of the ISO 9001: 2000 Quality Management System Standard.
- Organizations, whose processes include measurements that affect the quality of their work.

3.0 DURATION:

The program will run for Three Days from 11th – 13th November, 2004.
A day's session will begin at 09:00 and end at 13:00 with a break for snacks.

NOTE: The program period can be tailor cut to 2 - 5 days to suit the operations of customer.

4.0 VENUE: The venue will be Cemonit Gh. Ltd. Factory Premises

5.0 TARGET GROUP:

Participants on the program will be 25 drawn from Scientific and Technical grade staff including Quality Control/Assurance Officers, Supervisors, Factory managers, Production managers, Leaders, and Main Line Staff.

6.0 PROGRAM OBJECTIVES:

The objectives of the program are among others to:

- Enable participants appreciate the need for accurate measurement and measurement traceability.
- Expose participants to the science of metrology and calibration.
- Equip participants with the requisite knowledge technique and skill for calibration in a selected field from the following:
 - Dimensional
 - Mass
 - Pressure
 - Temperature
 - Volume and Flow

7.0 PROGRAM COVERAGE:

The areas covered will include:

- Metrology and calibration
- Control and calibration of monitoring and measuring equipment
- Significant number convention and rounding off of numerical values
- Units of measurements
- Reporting of calibration results
- Traceability and measurement uncertainties

8.0 METHODOLOGY:

Program delivery will be the classroom approach that will combine lectures, individual and group discussions and exercises. The sessions are planned to be of participatory nature so as to allow for the exchange of views and experiences by participants.

In addition, there will be a case study, and showing of a film on traceability and measurement uncertainty to enable the participants grasp fully the concept and principles discussed during the lecture sessions

Course material and a Program Brochure containing the timetable and topics to be treated will be distributed to the participants at the beginning of the program.

9.0 DELEGATES ASSESSMENT:

There is no written examination at the end of this program. All delegates would be assessed on a continuous basis on all five days (or two days) by the tutors on the following parameters:

- Contribution to discussions, questioning of tutors, communication, methodology and participation.
- Application of knowledge in exercises and practical attitude and behaviour during the course.
- Punctuality and attendance.

10.0 PROGRAM EVALUATION:

Participants are afforded the opportunity to evaluate the program. Participants will therefore, do oral and written evaluation of the program on the last day.

The comments will provide inputs for the organisation's assessment of the program. Also, the inputs will assist ASQS to provide excellent services to you our valued customer and other prospective client in the future.

Successful completion certificates would be awarded to delegates satisfying the qualification criteria of clause 9.0 and 10.0

11.0 COURSE COORDINATOR:

The course coordinator will be Richmond Dogbe, Technical Executive, (ASQS)

12.0 RESOURCE PERSONS:

ASQS Consultants