

# APPLIED SCIENCE AND QUALITY SYSTEMS (ASQS)

## MODULES AND ASSOCIATED FEES

Installation of ISO 9000 QMS is carried out in five phases as shown on Table 1

Other training courses, Table 2, are optional and are provided for continuous improvement

**TABLE 1**

No	Training Module	Fees \$	Period	Target Group
Phase 1	<b>Perspectives on Quality and ISO 9000</b> <ul style="list-style-type: none"> <li>• What is ISO 9000</li> <li>• Road Map to ISO 9000</li> </ul>	300	1-2 Days	Top Management
Phase 2	<b>Introduction to Quality Systems and ISO 9000</b> <ul style="list-style-type: none"> <li>• ISO 9000 in Perspective</li> <li>• Preparing for ISO 9000</li> <li>• Getting Ready for ISO 9000</li> <li>• Interpretation of ISO 9001:2000 QMS requirements</li> </ul>	1200	2-6 Weeks	Top Management Middle Management Supervisors Main line Staff Support Staff
Phase 3	<b>QMS Development</b> <ol style="list-style-type: none"> <li>1. Gap Analysis</li> <li>2. Selection Criteria/Choosing a registration.</li> <li>3. Documentation towards ISO 9000 QMS</li> </ol> <ul style="list-style-type: none"> <li>• Levels of Documentation</li> <li>• Formation of Quality Management Teams</li> <li>• Development and Editing of Quality System manual, procedures/work instructions Other documents (forms etc)</li> </ul>	5000	4-6 Months	All  Top Management  Quality Mgt Teams (Steering Committee + Action Groups)
Phase 4	<b>Quality Auditing for Improved Performance</b> <ul style="list-style-type: none"> <li>• Types of Audit</li> <li>• Quality Auditing</li> <li>• Training in Internal Auditing</li> </ul>	1500	2 Weeks	MGR, Quality Coordinators  Quality Management Teams

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Phase 5	<b>Installation and Implementation</b>			
	<ul style="list-style-type: none"> <li>• Final Editing of the ISO 9000 document produced</li> <li>• Installation and Prototype testing                             <ul style="list-style-type: none"> <li>• Dress Rehearsal Audit</li> <li>• Corrective and Preventive Actions</li> </ul> </li> <li>• Assisting company in choosing registrar and making the necessary contacts.</li> <li>• Testing Organisation and Employee readiness</li> </ul>	3000	3-4 Months	All
				\$11500
<b>For ISO 17025 Installation Add Lab. QA/QC</b>				<b>\$4500</b>
<b>TOTAL: ISO 17025 Training, Installation &amp;Implementation</b>				<b>\$15000</b>

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**TABLE 2. Other Training Courses for continuous/quality improvement**

No	Training Module	Fees \$	Period	Target Group
1	<p><b>Principles of Enabling Cultural Change and Change Management</b></p> <ul style="list-style-type: none"> <li>▪ Nature of Organisational Change</li> <li>▪ Strategic Leadership in managing change</li> <li>• Recipe for successful change</li> <li>• TQM Culture Versus Traditional Management Culture</li> <li>▪ Managing for organizational effectiveness</li> <li>▪ Deming Philosophy</li> </ul>	1200	3-5 Days	<ul style="list-style-type: none"> <li>• Top Management</li> <li>• Quality Management Teams</li> <li>▪ Leaders</li> <li>▪ Supervisors</li> <li>▪ Line and Staff</li> </ul>
2	<p><b>Introduction to TQM and problem solving for continuous improvement</b></p> <ul style="list-style-type: none"> <li>• TQM Concept/Principles</li> <li>• Creative Problem solving methodology</li> <li>▪ Basic statistics and application</li> <li>• Tools and techniques for problem solving and process improvement</li> </ul>	1500	2-5 Days	<ul style="list-style-type: none"> <li>• Quality Management Teams</li> <li>• Supervisors</li> <li>• Leaders</li> <li>▪ Line and Staff</li> </ul>
3	<p><b>Audits, Document &amp; Record Management</b></p> <ul style="list-style-type: none"> <li>• Registrar's document review</li> <li>• Site assessment</li> <li>• Dress rehearsal Audits</li> </ul>	1500	2 Weeks	<ul style="list-style-type: none"> <li>• Management Representative (MGR)</li> <li>• All</li> </ul>
4	<p><b>Control of monitoring and measuring devices</b></p> <ul style="list-style-type: none"> <li>• Measurement- the language of science</li> <li>• Control of monitoring and measuring devices ISO 9001:2000 Cl. 7.6</li> <li>▪ Metrology and Calibration.</li> <li>▪ Measurement Traceability</li> </ul>	2000	3-5 Days	Manufacturers

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	<ul style="list-style-type: none"> <li>▪ Measurement uncertainty.</li> <li>▪ Systems of measurements</li> <li>▪ Significant number convention and Rounding up of numerical values.</li>   <li>▪ Practical session – Hands on calibration of plant and laboratory equipment</li> </ul>			
5	<p><b>Measurement Quality Assurance for Quality Improvement</b></p> <ul style="list-style-type: none"> <li>▪ Introduction to measurement</li> <li>• Metrology and calibration</li> <li>• Control and calibration of monitoring and measuring equipment</li> <li>• Measurement Traceability</li> <li>• Measurement uncertainty.</li> <li>• Systems of measurements</li> <li>• Data collection &amp; analysis</li> <li>• Reporting of measured quantities</li> <li>• Significant number convention and rounding of numerical values</li> <li>• Scheme of inspection and tests</li> <li>• Measurements in QMS</li> </ul>	1500	2-5 Days	Manufacturers
6	<p><b>TQM and Organisational reform</b></p> <ul style="list-style-type: none"> <li>▪ TQM what's it?</li> <li>• Who is your customer?</li> <li>• Voice of the customer</li> <li>• Statistical way of thinking</li> <li>• PDCA</li> <li>• Kaizen</li> <li>• Group work</li> <li>• Organisational Learning &amp; Capacity Building</li> </ul>	1500	1-3 Days	Service & Manufacturing firms/ organisations
7	<p><b>Total Involvement in Quality- a step to ISO 17025 Accreditation</b></p> <p><b>1. TQM concepts &amp; Principles</b></p>	1500	1-3 Days	Testing and Calibration Laboratories

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	<ul style="list-style-type: none"> <li>• Who is your customer?</li> <li>• Voice of the customer</li> <li>• Statistical way of thinking</li> <li>• Group work</li> <li>• PDCA</li> <li>• Kaizen</li> </ul> <p><b>2. Organisational Reform</b></p> <ul style="list-style-type: none"> <li>▪ Organisational Learning</li> <li>▪ Capacity Building</li> </ul>			
8	<p><b>ISO/IEC 17025 - Implementation training, emphasis on Technical requirements</b></p> <p>ISO 17025 :2005</p> <ul style="list-style-type: none"> <li>• Overview of ISO 17025 : 2005</li> <li>• Principles &amp; Management Requirement (Clause 4)</li> </ul> <p>Technical Requirements (Clause 5)</p> <p>ISO 17025 :2005</p> <ul style="list-style-type: none"> <li>• Technical Requirements – emphasis on Hard Aspects of ISO 17025</li> <li>• Selection of Methods</li> <li>• Method Validation</li> <li>• Analytical Quality Control</li> <li>• Calibration and traceability</li> <li>• Proficiency Testing</li> <li>• Accuracy</li> <li>• Estimation of Uncertainties</li> </ul>	1000	1-3 Days	Testing and Calibration Laboratories
9	<p><b>ISO 17025- Lab QA/QC</b></p> <ul style="list-style-type: none"> <li>▪ QA Management Requirements</li> <li>▪ QA Technical Requirements</li> </ul> <p><b>Hard Aspect (ISO 17025(Tech. req)</b></p> <ul style="list-style-type: none"> <li>• Selection of Methods</li> <li>• Method Validation</li> <li>• Analytical Quality Control</li> <li>• Calibration and traceability</li> <li>• Proficiency Testing</li> <li>• Accuracy</li> <li>• Estimation of Uncertainties</li> </ul>	1500	1-3	Testing and Calibration Laboratories

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10	<p><b>Personnel training leading to ISO 9001 Certification</b></p> <p><b>1. Perspectives on Quality and ISO 9000</b></p> <ul style="list-style-type: none"> <li>• What is ISO 9000</li> <li>• Road Map to ISO 9000</li> </ul> <p><b>2. Introduction to Quality Systems and ISO 9000</b></p> <ul style="list-style-type: none"> <li>• ISO 9000 in Perspective</li> <li>• Preparing for ISO 9000</li> <li>• Getting Ready for ISO 9000</li> <li>• Interpretation of ISO 9001:2000 QMS requirements             <ul style="list-style-type: none"> <li>▪ Documentation</li> </ul> </li> </ul>	1500	5 days	Service & Manufacturing firms/ organisations
11	<p><b>Personnel training leading to ISO 17025 Accreditation</b></p> <ul style="list-style-type: none"> <li>▪ Overview of ISO 17025 standard</li> <li>▪ Total Involvement in Quality</li> <li>▪ Inspection &amp; Test Methodology</li> <li>▪ Measurement Quality Assurance</li> <li>▪ TQM &amp; Problem solving</li> <li>▪ Laboratory QA/QC</li> <li>▪ <i>GLP</i> and <i>glp</i></li> </ul>	2000	5 days	Testing and Calibration Laboratories
12	<p>Extra Courses on any of the ISO9001:2000 or ISO 17025 QMS requirements</p>	300-500	1 day	Anybody