

GUYANA NATIONAL BUREAU OF STANDARDS
SCHEDULE OF TRAINING PROGRAMMES FOR MARCH TO DECEMBER 2018
Manufacturing and Service Organisations

NO.	TITLE OF THE COURSE	PROPOSED DATES 2018	TARGET GROUP	EXPECTED OUTCOMES	COST	VENUE	TIME
1.	Risk Base Thinking (RBT) Workshop	March 19-20,2018 Confirmation of participation: February 28,2018	Quality Managers, Department Managers, Internal quality Auditors, Quality Assurance Personnel, Supervisors.	Greater understanding of what is Risk and what is RBT in the context of ISO 9001:2015 Understand and identify quality management system Risks. Understanding of the steps and Methodology of the Risk Management Process.	\$ 45,000	GNBS Training Room	08:30 h-16:00h
2.	Understanding the requirements of the ISO 9001:2015 standard	April 10-11,2018 Confirmation of participation: March 22,2018	Managers, Supervisors, Quality professionals, internal auditors	Understand the intent of the ISO 9001 standard Benefits of implementing the quality management system Application of the requirements to a typical business environment	\$20,000	GNBS Training Room	08:30h- 16:00h
3	Documentation requirements for Management systems	April 12-13, 2018 Confirmation of participation: March 22, 2018	Quality practitioners, supervisors, managers, internal auditors	Identifying the requirements for documentation Writing of policies and procedures	\$20,000	GNBS Training Room	08:30h-16:00h
4	Food Safety Prerequisites	April 23-24,2018 Confirmation of participation: March 22,2018	Food Operators, Supervisors and Quality Assurance Personnel	Knowledge and tools to interpret and apply Prerequisite Programs to develop or improve a food safety system.	\$20,000	GNBS Training Room	08:30h- 16:00h
5	Understanding the requirements of the ISO/IEC 17025:2017 standard	May 08-09,2018, Confirmation of participation: April 20,2018	Laboratory Managers, Quality Managers, Laboratory personnel (testing and calibration staff)	Describe the intent of the ISO/IEC 17025 standard, Benefits of implementing the laboratory management system, Application of the requirements to a typical laboratory, environment and the benefits of Accreditation (CCA scheme).	\$ 20,000	GNBS Training Room	08:30h-16:00h
6	General Requirements for safety in laboratories based on the requirements of GYS 235:2003	May 28 to 30, 2018 Confirmation of participation: April 20, 2018	Safety Officers, Quality Managers, Technical Managers, General laboratory personnel	Identify hazards and their associated risk in the laboratory, Identify gaps in the current laboratory environment to assure a safe working environment.	\$30,000	GNBS Training Room	08:30-16:00h

7	Requirements for good medical laboratory practices based on the requirements of the ISO 15189 standard	July 09-11, 2018 Confirmation of participation: June 07, 2018	Laboratory Managers, Quality Managers, Laboratory personnel Medical laboratory staff)	Describe the intent of the ISO 15189 standard, Benefits of implementing the laboratory management system, Application of the requirements to a typical laboratory environment, and the benefits of Accreditation (CCA scheme)	\$30,000	GNBS Training Room	08:30h-16:00h
8	Requirements for good laboratory practices based on the requirements of the GYS 170 standard	August 07-09, 2018 Confirmation of participation: July 06, 2018	Laboratory Managers, Quality Managers, Laboratory personnel	Describe the intent of the GYS 170 standard, Benefits of implementing the laboratory management system, Application of the requirements to a typical laboratory environment and the benefits of certification	\$30,000	GNBS Training Room	08:30h-16:00h
9	Internal auditor training for ISO 9001 QMS	August 27-30,2018 Confirmation of participation: July 31,2018	Management Representatives, Supervisors, Quality Managers	Tools to execute an effective audit process. Write intelligible and accurate Nonconformity statements. Assess the significance of the findings and prepare the audit report.	\$40,000	GNBS Training Room	08:30h- 16:00h
10	Internal auditing of laboratory management systems	October 29- November 01, 2018 Confirmation of participation: October 05, 2018	Internal management system auditors, laboratory managers, quality managers	Principles of auditing Planning, execution and reporting on audits Writing of nonconformity statements	\$40,000.	GNBS Training Room	08:30h- 16:00h

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1.	IRCA Certified ISO 9001 Lead Auditor Course Delphi Consultants Ltd/ GNBS	March 05-09,2018	Management representatives, Individuals wanting to become Certified Lead auditors, Quality professionals Confirmation date: February 22,2018	\$246,000.	GNBS Training Room	08:00h-17:00h
2	Transitioning to ISO 9001:2015	March 22-23,2018	Quality Professionals, Production Managers and Supervisors, Service Professionals and other technical staff involved in developing and transition to their quality system to the ISO 9001:2015 standard. Confirmation date: February 22 ,2018	\$30,000	GNBS Training Room	08:30h-16:00h
3	Root Cause Analysis GNBS/ Delphi Consultants	June 04 to 06, 2018	Laboratory Personnel, Quality Managers, Managers and supervisors of businesses, organisations Confirmation date: May 04,2018	\$45,000	GNBS Training Room	08:30h-16:00h
4	Data Analysis GNBS/ Delphi Consultants	June 07-08, 2018	Laboratory Personnel, Quality Managers, Managers and supervisors of businesses, organisations Confirmation date: May 04, 2018	\$30,000	GNBS Training Room	08:30h-16:00h

5	Statistical Process Control GNBS/ Delphi Consultants	June 11-13, 2018	Production Supervisors, Quality Managers, Management Representatives Confirmation date: May 04,2018	\$45,000	GNBS Training Room	08:30h- 16:00h
6	Understanding the requirements of ISO 14001:2015	November 08-09, 2018	Quality Professionals, Environmental Officers and other Professionals involved in Environmental Management Confirmation date: October 05, 2018	\$30,000	GNBS Training Room	08:30h- 16:00h
7	Implementing ISO 14001:2015	November 12- 14,2018	Quality Professionals, Environmental Officers and other Professionals involved in Environmental Management October 05,2018	\$45,000	GNBS Training Room	08:30h- 16:00h
8	Process Mapping GNBS/ Delphi Consultants	November 15- 16,2018	Quality Professionals, Production Managers and Supervisors, Service Professionals and other technical staff involved in production and service provision Confirmation date: October 05,2018	\$30,000	GNBS Training Room	08:30h- 16:00h

Important Points to note

- **Please note that each course will register a maximum of 20 persons and preference will be given to participants who pay on or before the due dates. Additional participants will be given preference in the next scheduled course in 2019.**
- **Due to limited facilities, Organisations are limited to a maximum of two (2) participants per course. In exceptional circumstances permission may be granted.**
- **Companies requiring more than five participants to be trained are encouraged to request onsite training for their staff in the required area(s).**
- **All participants attending the Documentation and Implementation Workshops must have previous training on the requirements of the respective standard.**
- **All participants attending the internal auditor courses must have previous training on the respective standard.**
- **All other courses have no prerequisites.**
- **All participants will receive a certificate at the end of each course once the course requirements are met as defined in the course outlines.**