PROSPECTUS

FOR

TRAINING PROGRAMMES

JAN – DEC

2016

Training Division

Sri Lanka Standards Institution

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Colombo 08.

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PROGRAMME CATEGORY AND NAME

1. QUALITY MANAGEMENT AND TECHNIQUES

1.1 Diploma in Quality Management
1.2 Certificate Course in Quality Management
1.3 Workshop on Quality Control for Product and Service Improvements
1.4 Training Programme on Criteria for Performance Excellence For Sri Lanka National Quality Awards (SLNQA)
1.5 Training Programme on Statistical Process Control (SPC), Sampling Techniques and Inspection for ISO 9001 Quality Management System

2. ISO 9000: QUALITY MANAGEMENT SYSTEMS

2.1 Workshop on ISO 9001:2015 Standard and Implementation of Quality Management System
2.2 Workshop on Internal Auditing as per ISO 9001:2015 Quality Management Systems
2.3 Training Programme on Role of Supervisors in the Implementation of ISO 9001:2015 Standard
2.4 ISO 9001 Quality Management System Auditor/Lead Auditor Course
2.5 Training Programme on Transition from ISO 9001:2008 to ISO 9001:2015

3. ISO 17025: LABORATORY QUALITY MANAGEMENT

3.1 Seminar on Calibration for ISO 9001:2015 Quality Management Systems
3.2 Training Programme on Laboratory Quality Management based on ISO/IEC 17025:2005 Standard

4. PRODUCTIVITY IMPROVEMENTS

4.1 Workshop on Basic Concepts of Quality and Productivity
4.2 Training Programme on 5 S Applications in Productivity & Quality Improvement
4.3 Training Programme on Team Work and Role of Quality Circles in Total Employee Participation
4.4 Training Programme on Application of Seven Quality Control Tools (Q7) and Seven New Management Tools (N7) for Continual Improvement [as per ISO 9001 and National Quality Award (NQA) Models]
4.5 Workshop on New Seven Management Tools (N7) For Continual Improvement
4.6 Training Programme on Procedures to be followed to obtain SLS Mark for a product

5. ISO 14000: ENVIRONMENTAL MANAGEMENT SYSTEMS

5.1 Workshop on Development and Documentation of Environmental Management Systems as per ISO 14001:2015
5.2 Training Programme on the Evaluation of Environmental Aspects and Impacts and Legal Requirements in Environmental Management Systems
5.3 Training Programme on Management of Industrial Solid Waste, Waste Water and Air Emissions
5.4 Workshop on Internal Auditing as per ISO 14001:2015 Environmental Management Systems
5.5 Training Programme on Role of Supervisors in the Implementation of ISO 14001:2015 Standard
6 FOOD HYGIENE AND FOOD QUALITY ASSURANCE

6.1 Diploma in Food Quality Management
6.2 Training Programme on Food Hygiene
6.3 Training Programme on Quality Assurance Practices for Manufacturing of Bottled Drinking Water
6.4 Workshop on HACCP/ISO 22000:2005 Food Safety Management Systems
6.5 Workshop on Internal Auditing as per HACCP/ISO 22000:2005 Food Safety Management Systems
6.6 Training Programme on Role of Supervisors in the Implementation of ISO 22000:2005 Standard
6.7 ISO 22000 Food Safety Management System Auditor/Lead Auditor Course
6.8 Workshop on Application of Food Labelling Regulations

7 OHSAS 18001: OCCUPATIONAL HEALTH AND SAFETY

7.1 Training Programme on Managing Safety and Health at Work Floor Level
7.2 Training Programme on Occupational Health and Safety Management Systems (OHSAS 18001)
7.3 OHSAS 18001 Occupational Health & Safety Management System Auditor / Lead Auditor Course

8 ISO 50001:2011 ENERGY MANAGEMENT SYSTEMS

8.1 Training Programme on Energy Management Systems as per ISO 50001:2011

9 GMP-GOOD MANUFACTURING PRACTICES

9.1 Workshop on Good Manufacturing Practices (GMP) for Food Industry
9.2 Training Programme on Food Hygiene & GMP for Restaurants and Catering Establishments
9.3 Training Programme on GMP for Coir Industry

10 PROGRAMMES ON DEMAND

10.1 Seminar on Benchmarking and Measuring Business Performance
10.2 Training Programme on Continual Business Improvements (CBI)
10.3 Training Programme on “Kaizen” - Continual Improvement
10.4 Training Programme on Meeting Customer Needs for Quality and Productivity Improvement
10.5 Training Programme on Six Sigma
10.6 Training Programme on Integration of Management System Standards
10.7 Training Programme on Green Productivity (GP)
10.8 Training Programme on Total Productive Maintenance (TPM)
10.9 Workshop on Effective Communication
10.10 Training Programme on Global Gap
10.12 ISO 14001 Environmental management systems Auditor / Lead Auditor Course
10.13 ISO 50001 Energy Management Systems / Lead Auditor Course

11 DISTANCE LEARNING PROGRAMMES ON QUALITY MANAGEMENT

11.1 Certificate Course in Quality Management
11.2 Seven Quality Management Tools (Q7) for Problem Solving
11.3 New Seven Quality Management Tools (N7) for Problem Solving
Training Calendar 2016

JANUARY
1. Certificate Course in Quality Management (English) - Sundays
2. Workshop on ISO 9001:2015 Standard and implementation of Quality Management System
3. Training Programme on 5 S Applications in Productivity & Quality Improvement (Sinhala)
5. Workshop on Good Manufacturing Practices for Food Industry (Sinhala)

FEBRUARY
1. Workshop on Quality Control for Product and Service Improvements (Sinhala) (New)
2. Training Programme on Quality Assurance Practices for Manufacturing of Bottled Drinking Water
5. Workshop on ISO 9001:2015 Standard and implementation of Quality Management System
6. OHSAS 18001 Occupational Health and Safety Management System Auditor / Lead Auditor Course

MARCH
2. Certificate Course in Quality management - Saturdays (English)
3. Training Programme on Criteria for Performance Excellence for SLNQA
4. Workshop on Development and Documentation of Environmental Management Systems as per ISO 14001:2015
5. Diploma in Food Quality Management (Sundays)
7. Training Programme on Occupational Health and Safety Management Systems (OHSAS 18001) (Sinhala)
8. Training Programme on Food Hygiene and GMP for Restaurants and Catering Establishments (English / Sinhala)
9. Diploma in Quality Management (Saturdays)
10. Training Programme on Role of Supervisors in the implementation of ISO 9001:2015 Standard
11. Workshop on New Seven Management Tools (N7) for Continual Improvement
12. Workshop on Internal Auditing as per HACCP/ISO 22000 Food Safety Management Systems
APRIL

1. Training Programme on 5S Applications in Productivity and Quality Improvement (Sinhala)
2. Training Programme on Management of Industrial Solid Waste, Waste Water and Air Emissions
3. Training Programme on Team Work & Role of Quality Circles in Total Employee Participation (Sinhala)
4. Workshop on Good Manufacturing Practices for Food Industry (Sinhala)
5. Training Programme on Criteria for Performance Excellence for SLNQA

MAY

1. Training Programme on Procedures to be followed to obtain SLS Mark For a Product
2. Training Programme on Evaluation of Environmental Aspects & Impacts & Legal Requirements in Environmental Management Systems
3. Training Programme on Managing Safety and Health for Work Floor Level (Sinhala)
5. Training Programme on Role of Supervisors in the implementation of ISO 9001:2015 Standard (Sinhala)
6. Certificate Course in Quality Management (Sinhala) - Weekdays
7. Workshop on Good Manufacturing Practices for Food Industry (Tamil)
8. Training Programme on 5S Applications in Productivity and Quality Improvement
9. Workshop on Application of Food Labeling Regulations (Sinhala)
10. Workshop on Internal Auditing as per ISO 9001:2015 Quality Management Systems

JUNE

1. Seminar on Calibration for ISO 9001:2015 Quality Management Systems (English)
2. Training Programme on Statistical Process Control (SPC), Sampling Techniques and Inspection for ISO 9001 Quality Management System (Sinhala)
3. Workshop on Development and Documentation of Environmental Management Systems as per ISO 14001:2015
4. ISO 9001 Quality Management System Auditor/Lead Auditor Course
5. Training Programme on Role of Supervisors in the implementation of ISO 9001:2015 Standard
6. Training Programme on Role of Supervisors in the implementation of ISO 22000:2005 Standard
7. ISO 22000:2005 Food Safety Management System Auditor/Lead Auditor Course
8. Workshop on Good Manufacturing Practices for Food Industry
JULY
1. Training Programme on Occupational Health and Safety Management Systems (OHSAS 18001) (Sinhala)
2. Certificate Course in Quality Management –Sundays (Sundays)
3. Training Programme on Evaluation of Environmental Aspects & Impacts & Legal Requirements in Environmental Management Systems
4. Training Programme on 5 S Applications in Productivity and Quality Improvement (Sinhala)
5. Training Programme on Quality Assurance Practices for Manufacturing of Bottled Drinking Water
6. Training Programme on Role of Supervisors in the implementation of ISO 22000:2005 Standard
7. Training Programme on Food Hygiene and GMP for Restaurants and Catering Establishments (English / Sinhala)
8. Workshop on Basic Concepts of Quality & Productivity

AUGUST
1. Training Programme on Procedures to be followed to obtain SLS Mark For a Product
2. Training Programme on 5 S Applications in Productivity and Quality Improvement
4. Training Programme on Role of Supervisors in the implementation of ISO 9001:2015 Standard
5. Workshop on Good Manufacturing Practices (GMP) for Coir Industry (Sinhala)
6. Workshop on Quality Control for Product and Service Improvements (Sinhala)
7. Workshop on Internal Auditing as per ISO 9001:2015 Quality Management Systems
8. Training Programme on Role of Supervisors in the implementation of ISO 9001:2015 Standard

SEPTEMBER
1. Training Programme on Occupational Health and Safety Management Systems (OHSAS 18001) (Sinhala)
2. Workshop on Internal Auditing as per ISO 14001:2015 Environmental Management Systems
3. Training Programme on Food Hygiene (Sinhala)
5. Certificate Course in Quality Management –Saturdays (Sinhala)
6. Training Programme on Statistical Process Control (SPC), Sampling Techniques and Inspection for ISO 9001 Quality Management System (Sinhala)
7. Workshop on Good Manufacturing Practices for Food Industry (Sinhala)
8. Workshop on Internal Auditing as per ISO 9001:2015 Quality Management Systems (Sinhala)
OCTOBER

1. Training Programme on Quality Assurance Practices for Manufacturing of Bottled Drinking Water
2. Training Programme on 5 S Applications in Productivity and Quality Improvement (Sinhala)
4. Training Programme on Managing Safety and Health at Work Floor Level (Sinhala)
5. Certificate Course in Quality Management - Sundays
6. Workshop on Internal Auditing as per HACCP/ISO 22000 Food Safety Management Systems
7. Training Programme on Application of Seven Quality Control Tools (Q7) and Seven New Management Tools (N7) (English)
8. Diploma in Quality Management (Sundays)
10. Training Programme on Role of Supervisors in the implementation of ISO 14001:2015 Standard

NOVEMBER

1. Training Programme on Laboratory Quality Management
2. Training Programme on 5 S Applications in Productivity and Quality Improvement
3. Workshop on Development and Documentation of Environmental Management Systems as per ISO 14001:2015
5. Training Programme on Team Work & Role of Quality Circles in Total Employee Participation (Sinhala)
6. Training Programme on Role of Supervisors in the implementation of ISO 22000:2005 Standard
7. ISO 9001 Quality Management System Auditor/Lead Auditor Course
8. Training Programme on Food Hygiene

DECEMBER

2. Workshop on Basic Concepts of Quality & Productivity
3. Training Programme on Occupational Health and Safety Management Systems (OHSAS 18001)
4. Training Programme on 5 S Applications in Productivity and Quality Improvement
5. Workshop on Good Manufacturing Practices (GMP) for Coir Industry (Sinhala)
1.1 Diploma in Quality Management

Quality Management will ensure the effective design of processes that verify customer needs, plan, design and develop products or services. This also incorporates monitoring and measurement of all process elements, analysis of performance and the continual improvement of the products, processes and services which are delivered to delight the customer. Quality Management is also referred to as business management or integrated management.

OBJECTIVES
The course is designed to enable executives and managers of the industrial and service sectors to broaden the perspective of their role in developing and maintaining quality and quality related functions and to provide knowledge on utilization of statistical and managerial techniques for quality improvement.

NO. OF PROGRAMMES FOR THE YEAR
02

FOR WHOM
Executives and Managers in manufacturing and service organizations, and Persons who wish to make quality management a career

COURSE CONTENTS
Basic Concepts of Quality & Standardization
Human Resource Management
Statistical Process Control (SPC 01)
Statistical Process Control (SPC 02)
Managerial Techniques in Quality
System Approach for Quality
Organization for Quality
Productivity
Special Topics

Project – Four (04) Months

DURATION & TIME: 38 full days (Saturdays/ Sundays)
Programme Date                     Application Closing Date
2016-03-19 (Saturdays)                  2016-01-15
2016-10-23 (Sundays)                   2016-08-19
0900 h to 1600 h

MEDIUM: English

COURSE FEE: LKR 75000 per participant + Tax

(Certificates will be awarded on successful completion of the Evaluation tests and the Project)
1.2 CERTIFICATE COURSE IN QUALITY MANAGEMENT

This programme is designed to fill the knowledge gap of Junior Managers and operative grades in the manufacturing and service sector organizations where quality related problems could be analyzed and solved by applying techniques discussed in the programme. This programme is an excellent opportunity for Undergraduates, Graduates and school leavers to acquire knowledge and professional qualification to enter into the field of Quality Management and secure employment.

OBJECTIVES
To provide a basic knowledge of modern concepts, practices and techniques of improving and maintaining quality.
To provide know-how in the application of Quality Management Techniques.

NO. OF PROGRAMMES FOR THE YEAR
06

FOR WHOM
For Junior Managers, Executives and Supervisors in the manufacturing and service sector organizations and also for school leavers who wish to acquire themselves of Quality Management

COURSE CONTENTS
Standardization, Use of regulations and standards
Quality Concepts
Quality Control Techniques
Productivity Concepts
Seven Management Tools
Sampling
ISO 9001, ISO 14001, ISO 22000/HACCP, OHSAS 18001
Quality Costs

DURATION & TIME: 10 full days (0900 h to 1600 h)
2016-01-10 to 2016-03-13 - Sundays (English Medium)
2016-03-05 to 2016-05-14 - Saturdays (English Medium)
2016-05-16 to 2016-05-27 - Week days (Sinhala Medium)
2016-07-03 to 2016-09-04 - Sundays (Sinhala Medium)
2016-09-17 to 2016-12-03 - Saturdays (Sinhala Medium)
2016-10-16 to 2016-12-18 - Sundays (English Medium)

MEDIUM : English / Sinhala

COURSE FEE : LKR 20 000 per participant + Tax
1.3 WORKSHOP ON QUALITY CONTROL FOR PRODUCT AND SERVICE IMPROVEMENTS

The Quality Control personnel are responsible for ensuring that all products or parts are constructed or repaired in accordance with approved procedures and specifications. Each company establishes the standards by which they perform the Quality Control process. The process will adopt a number of different methods inclusive of visual or specialized inspections or even detailed testing depending on the severity of the situation. Having a strong foundation in Quality Control Training will open avenues for career development and gain employment in many different companies and industries.

OBJECTIVE
To create an awareness on quality among employees and also to highlight their role in achieving quality and analysis of quality problems.

NO. OF PROGRAMMES FOR THE YEAR
02

FOR WHOM
Employees involved in production and other processes

COURSE CONTENTS
- Concepts of Quality
- Techniques for discovery and analysis of quality problems
- Human Aspects in quality
- Worker participation in quality

DURATION & TIME: 02 full days (0900 h to 1600 h)
2016-02-09 to 2016-02-10
2016-08-10 to 2016-08-11

MEDIUM : Sinhala

COURSE FEE : LKR 8 000 per participant + Tax
1.4 TRAINING PROGRAMME ON CRITERIA FOR PERFORMANCE EXCELLENCE FOR SRI LANKA NATIONAL QUALITY AWARDS

With a view to improve quality and productivity among Sri Lankan public and private sector organizations, Sri Lanka National Quality Award (SLNQA) was launched in 1995 by Sri Lanka Standards Institution. SLNQA is presented to manufacturing and service industries using an evaluation system on the lines of the globally recognized Malcolm Baldrige National Quality Awards of USA.

Since then SLNQA criteria has become a blueprint for excellence in creating a world-class management system. Organizations assess themselves against the criteria, identify opportunities for improvement, and then work to bridge the gaps to achieve the status of excellence. This training programme prepares your organization to perform a self-assessment as well as for applying the prestigious SLNQA.

OBJECTIVE
To impart knowledge on criteria for Sri Lanka National Quality Award based on Malcolm Baldrige National Quality Award (MBNQA) of USA, for achieving performance excellence.

NO. OF PROGRAMMES FOR THE YEAR
02

FOR WHOM
For Managers

COURSE CONTENTS
Introduction to MBNQA
Purposes of the MBNQA
Evaluation Criteria of MBNQA
- Leadership
- Strategic Planning
- Customer Focus
- Measurement, Analysis and Knowledge Management
- Workforce Focus
- Process Management
- Results
Evaluation Process
Benefits to Applicants/Winners of MBNQA/SLNQA

DURATION & TIME: 02 full days (0900 h to 1600 h)
2016-03-08 to 2016-03-09
2016-04-26 to 2016-04-27

MEDIUM: English

COURSE FEE: LKR 8 000 per participant + Tax
1.5 TRAINING PROGRAMME ON STATISTICAL PROCESS CONTROL (SPC), SAMPLING TECHNIQUES AND INSPECTION FOR ISO 9001 QUALITY MANAGEMENT SYSTEMS

With continuous improvement and Total Quality Management becoming increasingly important, there’s an urgent need to build quality into every management decision. Significant progress can be made towards solving company problems and improving the quality of goods and services by using Statistical Process Control (SPC), Sampling Techniques and Inspection. This workshop gives participants the tools and problem solving techniques to improve the quality and productivity of your organizations products and services. These tools and techniques give every team member of your organization the power to better manage and improve your Products, Processes and Services.

OBJECTIVES
To give awareness on the application of the techniques of Statistical Process Control (SPC) in ISO 9001 Quality Management System.
To provide knowledge necessary to carry out sampling inspection in industry using scientific sampling techniques.

NO. OF PROGRAMMES FOR THE YEAR:
02

FOR WHOM
Managers, Executives and Supervisors who need to know the application of statistical techniques in their Quality Management System. Those who need a better understanding of sampling techniques and anyone who needs to know “What, How and Why” of sampling techniques.

COURSE CONTENTS
Concepts of Variation
Data Collection and Summarization
Basic Statistical Distributions
Histogram Analysis
Control Charts
Process Capability Studies
Sampling Inspection
Acceptance Sampling
Bulk Sampling

DURATION & TIME: 02 full days (0900 h to 1600 h)
2016-03-02 to 2016-03-03 (English Medium)
2016-06-02 to 2016-06-03 (Sinhala Medium)

MEDIUM: English / Sinhala

COURSE FEE: LKR 8 000 per participant + Tax
2.1 WORKSHOP ON ISO 9001:2015 STANDARD AND IMPLEMENTATION OF QUALITY MANAGEMENT SYSTEM

ISO 9001 helps thousands of companies worldwide manage their processes to become more efficient and cost-effective. Progressive companies find that ISO 9001 process can offer real strategic value, especially if it is aligned with corporate goals and objectives. This workshop is designed for companies wish to implement ISO 9001 in their organizations. Participants will learn how to interpret the appropriate ISO 9001 standard, how to develop an implementation plan and how to write a Quality Manual and related procedures for compliance with the standard. Case studies will be used to provide examples from various sectors. The programme is designed for personnel involved in planning, implementing and documenting quality procedures and work instructions.

OBJECTIVE
To introduce the ISO 9001:2015 Standard and to provide a practical approach in preparing the documentation needed to implement an ISO 9001 Quality Management System.

NO. OF PROGRAMMES FOR THE YEAR :
04

FOR WHOM
Senior and middle managers of organizations, who want to understand the requirements of the ISO 9001 Standard; the requirements for a Quality Management System and how to prepare for certification.

COURSE CONTENTS
Introduction to ISO 9000, ISO 9001 and ISO 9004 Standards
Detailed requirements of ISO 9001 Standard
Development of Company Quality Manual (Documentation of Quality System)
Procedure Manuals
Work Instructions
Recommended formats
Steps in the ISO 9001 Certification Process

DURATION & TIME: 02 full days (0900 h 1600 h)
2016-01-18 to 2016-01-19
2016-02-25 to 2016-02-26
2016-07-26 to 2016-07-27
2016-11-10 to 2016-11-11

MEDIUM : English

COURSE FEE : LKR 10 000 per participant + Tax
2.2 WORKSHOP ON INTERNAL AUDITING AS PER ISO 9001 : 2015 QUALITY MANAGEMENT SYSTEMS

Once you have set up your ISO 9001 Quality System you will need to perform internal audits. This shows how the system is working and how you can improve it continually. This workshop provides the information on how to prepare an audit plan, conduct opening meetings, auditing techniques, how to find objective evidence and how to raise non conforming reports and to take follow up actions.

OBJECTIVE
To impart knowledge in developing and implementing internal quality system audit programmes that meet the requirements of ISO 9001 : 2015

NO. OF PROGRAMMES FOR THE YEAR:
07 (English)
02 (Sinhala)

FOR WHOM
For personnel who will conduct, manage and participate in internal quality audits and also for those who seek certification/registration of their companies against ISO 9001 : 2015 Standard

COURSE CONTENTS
Overview of ISO 9000 Standards
Elements comprising a Quality Management System
Use of ISO 19011 Standard in Quality Auditing
Planning and Scheduling Audits
Audit Checklists and Procedures
Performing the Audit
Reporting Audit Results and Follow-up Activities
Skills of the Quality Auditor

DURATION & TIME: 02 full days (0900 h to 1600 h)
English Medium

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Sinhala Medium

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MEDIUM: English / Sinhala

COURSE FEE: LKR 10 000 per participant + Tax
2.3 TRAINING PROGRAMME ON ROLE OF SUPERVISORS IN THE IMPLEMENTATION OF ISO 9001:2015 STANDARD

A management strategy would result in an effective outcome unless the organizations receive maximum support from its employees at operative levels. This interactive one-day programme highlights the philosophy behind the standard and its acceptable exclusions, implementation documentation and auditing.

OBJECTIVES

NO. OF PROGRAMMES FOR THE YEAR:
03 (English)
02 (Sinhala)

FOR WHOM
Supervisors who wish to understand the requirements of a Quality Management System and prepare themselves for the implementation of the system.

COURSE CONTENTS
Introduction to ISO 9001:2015 Standard
Requirements of ISO 9001:2015 Standard/details of a few selected elements
Procedure Manuals
Work Instructions
Installation of Quality Management Systems

DURATION & TIME: 01 full day (0900 h to 1600 h)

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MEDIUM: English / Sinhala

COURSE FEE: LKR 4 000 per participant + Tax
2.4 ISO 9001 QUALITY MANAGEMENT SYSTEM AUDITOR/LEAD AUDITOR COURSE

IRCA Registered Code Number: A 17027
Course Provider: TUV NORD, GERMENY

With explosion of interest in Quality Improvement throughout the world specially on the basis of ISO 9000 QMS, auditing is recognized as an extremely powerful tool to ensure the adequacy of operation and effectiveness of such established programmes. At the same time it is equally vital to conduct audits in a very professional manner by 'right type of person' to gain the confidentiality on the overall operation without causing antagonism or ill feeling specially to the auditee. This course is one of a series of courses offered by Nigel Bauer & Associates providing a comprehensive training for auditors, the service being based on the modular approach to auditor training adopted by U K International Register of Certificated Auditors (IRCA).

OBJECTIVES
To impart knowledge in developing and implementing Quality Management System audit programmes that meet the requirements of ISO 9001: 2015 Standard.
To provide training requirements for individuals seeking registration as Auditors/Lead Auditors with International Register of Certificated Auditors (IRCA)-UK.

NO. OF PROGRAMMES FOR THE YEAR:
02

FOR WHOM
For personnel who will conduct, manage and participate in internal quality audits,
For those seeking ISO 9001: 2015 certification for their companies
For persons who wish to register as Auditor/Lead Auditor with International Register of Certificated Auditors (IRCA), UK.

COURSE CONTENTS
IRCA Registration Scheme
An Overview of ISO 9001:2015 Quality Management System
Requirements of ISO 19011 Standard
Quality Auditing
Assessment Process
Audit Tools and Techniques
Examples and Work Sheets

DURATION & TIME:
05 full days (0830 h to 1830 h)
2016-06-13 to 2016-06-17
2016-11-21 to 2016-11-25

MEDIUM:
English

COURSE FEE:
LKR 60 000 per participant + Tax
2.5 Training Programme on Transition from ISO 9001:2008 to ISO 9001:2015 Standard
IRCA Registered Code Number : A 17966
Course Provider : TUV NORD, GERMENY

ISO 9001 standard is revised in 2015 making many changes to it. It is essential to conduct effective audits through knowledge on the requirements in the standard and implement accordingly.


This training programme is a fulfillment of the requirement of Auditors who have been trained or working as Auditors as per ISO 9001:2008 to become qualified Auditors as per ISO 9001:2015 standard.

OBJECTIVES
Objective of this training programme is to provide thorough knowledge on requirements of ISO 9001:2015 requirements and to prepare them for conducting audits as per ISO 9001: 2015 effectively.

The training programme fulfills the requirement for certified Auditors to work as QMS Auditor as per ISO 9001:2015

NO. OF PROGRAMMES FOR THE YEAR :
03

FOR WHOM
For personnel who will conduct, manage and participate in internal quality audits,
For those seeking ISO 9001 : 2015 certification for their companies
For persons who wish to register as Auditor/Lead Auditor with International Register of Certificated Auditors (IRCA), UK.

COURSE CONTENTS
Requirements of ISO 9001:2015 standard
How to conduct audits as per ISO 9001:2015

DURATION & TIME:  02 full days (0900 h to 1700h )
2016-01-21 to 2016-01-22
2016-02-16 to 2016-02-17
2016-03-15 to 2016-03-16

MEDIUM : English

COURSE FEE : LKR 40,000 per participant + Tax
3.1 SEMINAR ON CALIBRATION FOR ISO 9001:2015 QUALITY MANAGEMENT SYSTEMS

All equipment used in the production, validation, development and testing of products must be maintained and calibrated. Maintenance includes periodic service of equipment to ensure that it is in good working order. Calibration includes tracing the accuracy of the device back to a primary standard. The calibration of all the test and measurement equipment in a facility can be very expensive. It can also limit the ability to produce products while equipment is out for calibration. For these reasons, calibration and maintenance is a time consuming and critical part of any ISO 9001 certified quality system. This seminar is a concise introduction to the ISO 9001:2015 requirements for maintaining and calibrating measurement and monitoring equipments.

OBJECTIVE
To impart comprehensive knowledge on selection, maintenance, handling and calibration of measuring and testing equipments for ISO 9001:2015 Quality Management System.

NO. OF PROGRAMMES FOR THE YEAR:
02

FOR WHOM
Managers, Executives and Supervisors

COURSE CONTENTS
- Basic Concepts in Calibration
- Traceability of measurement
- ISO 9001:2015 requirements with regard to calibration
- Evaluation of Calibration Reports

DURATION & TIME:
01 full day (0900 h to 1600 h)
2016-06-01 (English Medium)
2016-09-08 (Sinhala Medium)

MEDIUM:
English / Sinhala

COURSE FEE:
LKR 4000 per participant + Tax
3.2 TRAINING PROGRAMME ON LABORATORY QUALITY MANAGEMENT

Analytical Testing Laboratories, like any type of complex system, exhibit an inherent variability that must be assessed and controlled in order to assure quality results. An established Laboratory Quality Management (LQM) Programme will lead to reduced analytical variation, which means reduced product variation. Such a programme will make your laboratory operation more efficient and in turn reduce processing and product cost. The primary advantage is to increase your confidence in analytical results.

Training Programme on Laboratory Quality Management will provide you the knowledge of technical and non-technical factors that affect laboratory variability according to ISO/IEC 17025 which outlines the requirements of a complete LQM programme. The ISO/IEC 17025 Standard requirements such as written policy, management review, document controls, contracts, purchasing, complaint handling, control of non-conforming test results, corrective action protocols, audits and continual improvement are covered in the programme.

OBJECTIVE
To impart knowledge on the requirements for the competence of Testing and Calibration Laboratories as per ISO/IEC 17025 : 2005 Standard.

NO. OF PROGRAMMES FOR THE YEAR:
01

FOR WHOM
Laboratory Managers
Laboratory Technicians
Medical Laboratory Technicians

COURSE CONTENTS
Quality Management Concepts
Introduction to ISO/IEC 17025 : 2005 Standard
Equipment Management
Calibration, Traceability and Equipment Assurance
Errors, Uncertainty of Measurements and Precision
Safety in Laboratories
Purchasing Control
Laboratory Quality Control
Laboratory Quality Manual
Implementing Quality Systems

DURATION & TIME: 03 full days (0900 h to 1600 h)
2016-11-02 to 2016-11-04

MEDIUM: English

COURSE FEE: LKR 10,000 per participant + Tax
4.1 WORKSHOP ON BASIC CONCEPTS OF QUALITY AND PRODUCTIVITY

The course is designed for participants who involve in operational activities in manufacturing and service sector organizations interested in learning about basic tools and concepts of quality. The programme emphasizes on basics of quality and productivity improvements achieving the highest level of quality excellence. This introductory course in fundamental quality and productivity practices and principles will be effective for employee training, orientation and reinforcing.

OBJECTIVE
To give awareness on Basic Concepts of Quality and Productivity and techniques used to improve Quality and Productivity.

NO. OF PROGRAMMES FOR THE YEAR:
02

FOR WHOM
Supervisors/Junior Executives and others involved in Quality and Productivity Improvement activities

COURSE CONTENTS
Quality and Productivity - Basic Concepts
Total Quality Management
Productivity indicators in an organization
Corporate culture for Quality and Productivity improvement
‘Kaizen’ and Continuous Improvement
Application of 5 S Housekeeping Practices
Team approach to improve Quality and Productivity

DURATION & TIME:
02 full days (0900 h to 1600 h)
2016-07-12 to 2016-07-13 (English Medium)
2016-12-07 to 2016-12-08 (Sinhala Medium)

MEDIUM:
English/Sinhala

COURSE FEE:
LKR 8 000 per participant + Tax
4.2 TRAINING PROGRAMME ON 5S APPLICATIONS IN PRODUCTIVITY AND QUALITY IMPROVEMENT

The Japanese management practice of 5S Good Housekeeping and Workplace Organization has gained widespread acceptance in Sri Lanka. 5S is a simple and immensely practical approach to quality improvement. Traditionally used in manufacturing companies for little more than housekeeping, its latent power has yet to be leveraged by service companies. This programme is designed to give a blueprint for 5S implementation that can take manufacturing and service sector organizations to greater heights. The principles can also be applied to offices, education institutes, hospitals and hotels that wish to adopt 5S to its full potential.

OBJECTIVE
To create awareness on the importance of the 5S in productivity and quality improvement in manufacturing and service sector organizations.

NO. OF PROGRAMMES FOR THE YEAR:
05 (Sinhala)
03 (English)

FOR WHOM
Office and Factory Staff (Sinhala Programme)
Managers and Supervisors (English Programme)

COURSE CONTENTS
- Total Quality Management
- Preparation of 5S Policy and Objectives
- Introduction to 5S
- Manual
- Elements of 5S
- Procedures
- Effective implementation of 5S
- Monitoring performance using Radar Charts
- Evaluation of 5S practices
- Conducting 5S Audits

DURATION & TIME:
Full day (Sinhala) 0900 h to 1600 h

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MEDIUM:
Sinhala

COURSE FEE:
LKR 4000 per participant + Tax
4.3 TRAINING PROGRAMME ON TEAM WORK AND ROLE OF QUALITY CIRCLES IN TOTAL EMPLOYEE PARTICIPATION

“When teamwork kicks in, nobody can beat you.” Whether it’s two people, a department, or an organization, teams are the means by which great things get done. Unfortunately, not all work groups exhibit teamwork. So, how can groups develop this sense of community and cohesiveness? When and how does teamwork kick in?

The key is effective teamwork training. This course will show the delegates the basics of teamwork and problem solving. The course will ensure that all team members have a unified approach to problem solving. Although this effort appears simple, unless delegates have the same approach, there will be undue waste of time since employees cannot agree on a common method of problem solving. The course shows how the 7 QC Tools are used in problem solving through Quality Circles.

OBJECTIVE
To enhance employee participation in Quality and Productivity improvement activities in Industry/Service sectors.

NO. OF PROGRAMMES FOR THE YEAR:
02

FOR WHOM
Supervisors and Operatives

COURSE CONTENTS
Team Work
Concept of Quality Circles
Application of Seven Tools of Quality Control
Problem Solving through Quality Circles
Practical examples

DURATION & TIME:
02 full days (0900 h to 1600 h)
2016-04-07 and 2016-04-08
2016-11-15 to 2016-11-16

MEDIUM:
Sinhala

COURSE FEE:
LKR 8 000 per participant + Tax
4.4 TRAINING PROGRAMME ON APPLICATION OF SEVEN QUALITY CONTROL TOOLS (Q7) AND SEVEN NEW MANAGEMENT TOOLS (N7) FOR CONTINUAL IMPROVEMENT (AS PER ISO 9001 AND NATIONAL QUALITY AWARD (NQA) MODELS)

This is a comprehensive and interactive training programme that teaches operators, engineers, and supervisors how to use statistical process control. It is ideal for training new employees how to use 07 tools in their jobs and is also a good refresher for experienced employees. Learners will be able to:

- Better understand variation in manufacturing processes including patterns and measures of variation.
- Monitor and control variation with variable and attribute control charts.
- Describe basic process capability concepts and the importance of capability when using control charts and sampling techniques and inspection for ISO 9001 quality management system.

OBJECTIVE
To impart knowledge on the implementation of Seven Basic Tools of Quality Control and Seven New Management Tools for Continual Improvement in Industries.

NO. OF PROGRAMMES FOR THE YEAR:
01

FOR WHOM
Managers and Executives who wish to learn and apply seven quality control tools and seven new management tools in their systems for quality improvement

COURSE CONTENTS
- Basic Concepts of Quality and Total Quality Management
- Data Collection and Sampling
- Seven Basic Tools of Quality Control and New Seven Tools for Continual Improvement
- Implementation of Seven Tools in ISO 9000 and NQA Models

DURATION & TIME: 03 full days (0900 h to 1600 h)
2016-10-19 to 2016-10-21

MEDIUM: English

COURSE FEE: LKR 10 000 per participant + Tax
4.5 WORKSHOP ON NEW SEVEN MANAGEMENT TOOLS (N7) FOR CONTINUOUS IMPROVEMENT

The seven New Q.C Tools are specially designed for sorting out verbal data, putting complex problems into solvable form, simulating creativity, and ensuring that nothing is left out when planning. They are rapidly gaining acceptance as a valuable asset in the campaign for total quality and are widely used by managers and staff in all departments from RE & D through production to after sales service. These tools are designed to supplement existing Q.C Tools and methods and not to replace them.

The seven management and planning tools are used in leading organizations throughout the world as a set of team based tools for making better decisions and implementing them with greater success. When used as individual tools, they provide an organized way of thinking and making decision. When used in combination with each other, they provide a powerful answer to the way in which teams can respond effectively to issues that can at times seem confusing and chaotic.

OBJECTIVE
To impart knowledge on the implementation of Seven Basic Tools of Quality Control and Seven New Management Tools for Continual Improvement in Industries.

NO. OF PROGRAMMES FOR THE YEAR:
02

FOR WHOM:
Engineers, Managers and Executives who wish to learn and apply seven quality control tools in their systems for quality improvement.

COURSE CONTENTS
Introduction to Total Quality Management
New Seven Management Tools
- Affinity Diagram
- Relation Diagram
- Tree Diagram
- Matrix Diagram
- Arrow Diagram
- Process Decision Program Chart (PDPC)
- Matrix Data Analysis

DURATION & TIME: 01 full day (0900 h 1600 h)
2016-03-28

MEDIUM: English

COURSE FEE: LKR 4,000 per participant + Tax
4.6 TRAINING PROGRAMME ON PROCEDURES TO BE FOLLOWED TO OBTAIN SLS MARK FOR A PRODUCT

SLSI can help your organization to follow the correct routes to certification, provide advice on how these differ from mark to mark and within the certification structure and the intended market. Certification schemes can be mandatory whilst others are voluntary. SLS Product Certification Mark will give your Product the ability of Market development, speed to market Product differentiation, Managed compliance: Competitive edge: Customer confidence:

OBJECTIVE
To provide knowledge on the procedures to be followed to obtain SLS Mark for a product.

NO. OF PROGRAMMES FOR THE YEAR:
02

FOR WHOM
Managers, Executives and Supervisors

COURSE CONTENTS
Introduction of the SLS Marks Scheme
Product Quality Requirements
Quality System Requirements
Permit Conditions
Legal Requirement

DURATION & TIME: 01 full day (0900 h to 1600 h)

2016-05-03
2016-08-01

MEDIUM: Bilingual (English and Sinhala)

COURSE FEE: LKR 4,000 per participant + Tax
5.1 WORKSHOP ON DEVELOPMENT AND DOCUMENTATION OF ENVIRONMENTAL MANAGEMENT SYSTEMS AS PER ISO 14001:2015

ISO 14001 is a standard concerned with environmental management and the way an organization goes about minimizing its harmful effects on the environment. ISO 14001 based Environmental Management System as an proactive management tool allows an organization of any size or type to control the impact of its activities, products or services on the environment.

This two-day workshop is aimed at companies involved in implementing an ISO 14001 Environmental Management Systems (EMS). Through a review of the background and development of the standard along with in-depth analysis of its components, participants will learn how to interpret ISO 14001, develop an ISO 14001 implementation plan and prepare ISO 14001 documentation which is compliant with the standard. Case studies are used to provide working examples throughout the course.

OBJECTIVE
To provide awareness to Industries on ISO 14001 standard in developing Environmental Management Systems, environmental auditing, manual writing and performance evaluation.

NO. OF PROGRAMMES FOR THE YEAR:
03

FOR WHOM
Senior and Middle Managers who wish to implement Environmental Management Systems in their organizations

COURSE CONTENTS
- Interpretation of ISO 14001 Standard Requirements
- Environmental Aspects and Impacts
- Manual writing
- Procedures and Work Instructions
- EMS Auditing
- Case study

DURATION & TIME: 02 full days (0900 h to 1600 h)
- 2016-03-10 and 2015-03-11
- 2016-06-08 and 2016-06-09
- 2016-11-08 and 2016-11-09

MEDIUM: English

COURSE FEE: LKR 10,000 per participant + Tax
5.2 **TRAINING PROGRAMME ON THE EVALUATION OF ENVIRONMENTAL ASPECTS & IMPACTS & LEGAL REQUIREMENTS IN ENVIRONMENTAL MANAGEMENT SYSTEMS**

Systematic identification and evaluation of the potential aspects, impacts and legal issues on any manufacturing processes proposed projects, with respect to the indicators of the physical-chemical, biological (ecological), cultural, and socioeconomic components of the total environment is essential for an effective establishment of Environmental Management System.

This training programme aimed at companies who needs to identify their environmental aspects and impacts in-order to involve in implementing Environmental Management System (EMS).

**OBJECTIVE**
To impart knowledge on the evaluation of environmental aspects and impacts and applicable legal requirements for the successful implementation of an Environmental Management System.

**NO. OF PROGRAMMES FOR THE YEAR:**
02

**FOR WHOM**
Managers and Executives

**COURSE CONTENTS**
- Identification of Environmental Aspects
- Evaluation of Environmental Aspects
- Identification of Significant Environmental Impacts
- National Environmental Act
- Other relevant Legal Requirements

**DURATION & TIME**
- 01 full day (0900 h to 1600 h)
- 2016-05-05
- 2016-07-04

**MEDIUM**
- English

**COURSE FEE**
- LKR 4 000 per participant + Tax
5.3 TRAINING PROGRAMME ON MANAGEMENT OF INDUSTRIAL SOLID WASTE, WASTE WATER AND AIR EMISSIONS

Industrial solid waste, waste water and air emissions are likely to grow rapidly with a strong economy. As industrialization and development continue at a rapid pace and as populations increase, so do problems of pollution and waste generation that are associated with them. Hazardous waste has inherent problems of transport, treatment and disposal that distinguish it from other classes of waste and make it particularly difficult to manage.

This program will provide an understanding of the principles underlining effective waste management from generation, to transport to treatment and finally disposal.

OBJECTIVES
To give awareness on the minimization of solid waste, waste water, air emissions with a view to reducing environmental impacts and the rate of depletion of resources and also extract more value from waste resulting in a green environment.

NO. OF PROGRAMMES FOR THE YEAR:
02

FOR WHOM
For Managers and Executives

COURSE CONTENTS
- Solid Waste Management
- Waste Water Management
- Control of Air pollution
- Applicable Regulations and Standards
- 3 R (Reduce, Reuse and Re-cycle) Principle and their applications
- Cleaner Production
- ISO 14001 Environmental Management System Certification

DURATION & TIME
02 full days (0900 h to 1600 h)
2016-04-04 and 2016-04-05
2016-10-05 and 2016-10-06

MEDIUM
English

COURSE FEE
LKR 8,000 per participant + Tax
5.4 WORKSHOP ON INTERNAL AUDITING AS PER ISO 14001:2015 ENVIRONMENTAL MANAGEMENT SYSTEMS

Once you have set up your ISO 14001 Environmental Management System you will need to perform internal audits. This shows how the system is working and how you can improve it continually. This workshop provides the information on how to prepare an audit plan, conduct opening meetings, auditing techniques, how to find objective evidence and how to raise non conforming reports and to take follow up actions.

OBJECTIVES
To understand the principles of the Environmental Management Systems Auditing and to plan and conduct EMS Audits.

NO. OF PROGRAMMES FOR THE YEAR
01

FOR WHOM
Environmental Management Systems Auditors, Senior and Middle Managers Environmental Management Representatives

COURSE CONTENTS
- Overview of Environmental Management System
- Requirements of ISO 14001 Standard
- Principles of Auditing as per ISO 19011 Standard
- Environmental laws and regulations
- Auditing against ISO 14001 Standard

DURATION & TIME: 02 full days (0900 h to 1600 h)
2016-09-06 and 2016-09-07

MEDIUM: English

COURSE FEE: LKR 10 000 per participant + Tax
5.5 TRAINING PROGRAMME ON ROLE OF SUPERVISORS IN THE IMPLEMENTATION OF ISO 14001:2015 STANDARD

Establishing Environmental management systems in your organization will assure your survival in the competitive market in this century. This interactive one-day programme for supervisory grades highlights the philosophy behind the standard and its acceptable exclusions, implementation documentation and auditing.

OBJECTIVES
To introduce ISO 14001:2015 Standard and the role of Supervisor in Documentation and Implementation of Environmental Management

NO. OF PROGRAMMES FOR THE YEAR:
02

FOR WHOM
Supervisors who wish to understand the requirements of an Environmental Management System and prepare themselves for the implementation of the system.

COURSE CONTENTS
Introduction to ISO 14001:2015 Standards
Requirements of ISO 14001:2015 Standard/ details of a few selected elements
Procedure Manuals
Work Instructions
Installation of Environmental Management Systems

DURATION & TIME: 01 full day (0900 h to 1600 h)
2016-08-29 (English Medium)
2016-10-27 (Sinhala Medium)

MEDIUM: English / Sinhala

COURSE FEE: LKR 4,000 per participant + Tax
6.1 DIPLOMA IN FOOD QUALITY MANAGEMENT
1 Year Part Time

Food safety and hygiene had become important issues not only for food products meant for exports to overseas markets, but also for the domestic market as more and more people are getting aware of the safety and hygiene aspects of food products.

With the growing concern on safety of food, it is important that industry employ quality assurance staff who are well knowledgeable and competent in quality assurance in food processing activities.

Diploma in Food Quality Assurance is designed and offered by SLSI to cater the current demand in the food sector. The Diploma is primarily aiming to provide participants with an in-depth theoretical and practical knowledge of Food Hygiene, Quality / Food Safety Management Systems and to enable them to exercise management controls for the production of safe food.

OBJECTIVES
The course is designed to enable executives and managers of Catering, Food and Food related industries to gather in-depth theoretical and practical knowledge of food hygiene, quality/food safety management systems and to enable them to exercise management controls for the production of safe food.

NO. OF PROGRAMMES FOR THE YEAR :
01

FOR WHOM
Managers, Executives involved in Food Quality Assurance, Trainers, Executive Chefs, Sous Chefs, Owners of Food Businesses, Hygiene Personnel and Hygiene Auditors, Graduates Undergraduates, Diploma holders who wish to earn professional qualifications in Food Quality Assurance

COURSE CONTENTS
Fundamentals of Industrial Quality Management
Food Microbiology and Chemical Contaminations
Food Preservation, Food Packaging, Sensory Evaluation
Food Plant Layout and Operations
Chemical Aspects of Food and Analysis of Food
System Approach for Quality
Food Safety Management System in Food Industry
Organizational Management and Marketing in Industry
Special Topics

Project - Four (04) Months

DURATION & TIME
40 full days (Sundays) 0900 h to 1600 h
Programme Date
2016-03-13
Applications Closing Date
2016-01-15

MEDIUM
English

COURSE FEE
LKR 75000 per participant + Tax
6.2 TRAINING PROGRAMME ON FOOD HYGIENE

The law requires proprietors of food businesses to ensure that food handlers are trained, instructed and supervised in issues of food hygiene that are appropriate to the work they carry out.

Most food poisoning outbreaks are caused by carelessness or lack of knowledge of the people involved in the food chain.

One of the most successful and cost effective methods of reducing the risk of food poisoning is to ensure that all staff receive comprehensive training in the aspect of hygiene relating to their work.

A well trained and informed supervisory staff is essential in every food establishment.

OBJECTIVES

To impart knowledge on the principles of food hygiene and also to highlight the practices and procedures to be followed in the prevention of health hazards and spoilage risks in food.

NO. OF PROGRAMMES FOR THE YEAR:

02

FOR WHOM

Managers, Executives, Supervisors, Chefs and Sous Chefs in the Food and Hotel Industry

COURSE CONTENTS

- Micro-organisms and their habits
- Food Contamination and Prevention of Food Poisoning
- Design of Premises, Equipment Sanitation
- Personal Hygiene, Housekeeping, Pest Control
- Raw Material Quality
- Water Sanitation
- Food Act and its Regulations

DURATION & TIME

02 full days (0900 h to 1600 h)
2016-09-14 to 2016-09-15 (Sinhala Medium)
2016-11-28 to 2016-11-29 (English Medium)

MEDIUM

English/Sinhala

COURSE FEE

LKR 8,000 per participant + Tax
6.3 TRAINING PROGRAMME ON QUALITY ASSURANCE PRACTICES FOR MANUFACTURING OF BOTTLED DRINKING WATER

Sale of bottled water in the country has exploded in recent years, largely as a result of a public perception of purity driven by advertisements and packaging labels featuring pristine glaciers and crystal-clear mountain springs.

According to the law it is mandatory to obtain one of two registrations, namely for “bottled drinking water” or “bottled natural mineral water” issued by the Ministry of Health in order to manufacture and market these products.

The Sri Lanka Standards Institution also provides an additional independent certification scheme which is not mandatory for the two definitions of bottled water namely SLS 894 for “bottled drinking water” and SLS 1038 for “bottled natural mineral water”.

The Ministry of Health (MoH) works very closely with the Sri Lanka Standards Institute (SLSI) and has nominated SLSI to carry out all audits and analysis (micro biological and chemical) of source water and finished product prior to a registration being issued to an Applicant. This programme is designed to impart the knowledge on establishing premises for bottled drinking water.

OBJECTIVES
To impart knowledge on establishing premises for Processing of Bottled Drinking Water. To provide knowledge necessary for Health Ministry Registration and SLS Mark Scheme.

NO. OF PROGRAMMES FOR THE YEAR :
02

FOR WHOM
Managers, Executives, Supervisors, involved in Manufacturing of Bottled Drinking Water

COURSE CONTENTS
Selection of Water Source
Hydrogeological Report of Water Source
Water Purification Techniques
Code of Practice for General Principles of Food Hygiene SLS 143
Code of Hygienic Practice for Bottled (Packaged) Drinking Water SLS 1211
Specification for Bottled (Packaged) Drinking Water SLS 894
SLS Marking Scheme
Health Ministry Registration

DURATION & TIME : 01 full day ( 0900 h to 1600 h )
2016-02-12
2016-07-05
2016-10-03

MEDIUM : Sinhala / English

COURSE FEE : LKR 4 000 per participant + Tax
6.4 WORKSHOP ON HACCP/ ISO 22000:2005 FOOD SAFETY MANAGEMENT SYSTEMS

ISO 22000:2005 specifies requirements for a Food Safety Management System where an organization in the food chain needs to demonstrate its ability to control food safety hazards in order to ensure that food is safe at the time of human consumption. It is applicable to all organizations, regardless of size, which are involved in any aspect of the food chain and want to implement systems that consistently provide safe products. The means of meeting any requirements of ISO 22000 can be accomplished through the use of internal and/or external resources.

OBJECTIVE
To create an awareness on developing Safety Assurance Systems in Food Processing Industry which will comply to ISO 22000 Food Safety Management Systems.

NO. OF PROGRAMMES FOR THE YEAR:
05

FOR WHOM
Senior and Middle Managers and Supervisors in Food Processing and Food Handling Industries, Hotels, Restaurants and Hospitals

COURSE CONTENTS
Introduction to ISO 22000
Food Safety Management Systems
Management Responsibilities
Resource Management
Planning and Realization of Safe Product
Validation, Verification and Improvement of the Food Safety Management Systems
Installation of Food Safety Management System based on ISO 22000, towards 3rd party certification

DURATION & TIME: 02 full days (0900 h to 1600 h)
2016-02-18 to 2016-02-19
2016-05-10 to 2016-05-11
2016-07-07 to 2016-07-08
2016-08-30 to 2016-08-31
2016-12-05 to 2016-12-06

MEDIUM: English

COURSE FEE: LKR 10 000 per participant + Tax
With greater consumer awareness of food hygiene and safety issues the need is greater than ever for food processors to develop and maintain effective food safety management systems. To effectively manage the HACCP systems, they need to be reviewed and audited (verified) on a planned frequency by trained Auditors. Many Internal Audits are conducted in a haphazard manner providing very little useful information. Effective internal Auditing is the key to maintaining compliance with these standards.

OBJECTIVE
To impart knowledge in developing and implementing Internal Audits that meets the requirements of HACCP/ISO 22000:2005.

NO. OF PROGRAMMES FOR THE YEAR:
02

FOR WHOM
HACCP and ISO 22000 Auditors, Senior and Middle Managers in Food Processing and Food Handling Industries, Chefs and Sous Chefs in Hotels, Restaurants and Hospitals

COURSE CONTENTS
Introduction to Hazard Analysis Critical Control Points Systems (HACCP)
Food Safety Management Systems based on ISO 22000:2005
Principles of Auditing as per ISO 19011 Standards
Planning, Scheduling and Performing HACCP/ISO 22000 Audits
Reporting Audit Results and Follow up Actions

DURATION & TIME: 02 full days (0900 h to 1600 h)
2016-03-30 and 2016-03-31
2016-10-12 and 2016-10-13

MEDIUM: English

COURSE FEE: LKR 10,000 per participant + Tax
6.6 TRAINING PROGRAMME ON ROLE OF SUPERVISORS IN THE IMPLEMENTATION OF ISO 22000:2005 STANDARD

ISO 22000 is a Food Safety Management System that can be applied to any organization in the food chain, farm to fork. Becoming certified to ISO 22000 allows a company to show their customers that they have a food safety management system in place. This provides customer confidence in the product. This is becoming more and more important as customers demand safe food and food processors require that ingredients obtained from their suppliers to be safe. This virtual course highlights the philosophy behind the standard. Ensuring food safety is a responsibility of everyone in the food chain. Any staff member involved in supporting, managing, and improving their organization’s food safety management system—supervisors actively participate in maintaining the system will find this an extremely beneficial course to enroll in.

OBJECTIVE

NO. OF PROGRAMMES FOR THE YEAR:
02

FOR WHOM
Supervisor who wish to understand the requirements of a Food Safety Management System and prepare themselves for the implementation of the system.

COURSE CONTENTS
Introduction to ISO 22000:2005 Standards
Requirements of ISO 22000:2005 Standard/details of few selected Elements
Development of Company Documentation System
Steps in implementation and certification process

DURATION & TIME
: 01 full day (0900 h to 1600 h)
2016-06-16 (Sinhala Medium)
2016-11-17 (English Medium)

MEDIUM
: English / Sinhala

COURSE FEE
: LKR 4000 per participant + Tax
ISO 22000 FOOD SAFETY MANAGEMENT SYSTEM
AUDITOR/LEAD AUDITOR COURSE

IRCA Registered Code Number : A 17358
Course Provider : TUV NORD, Germany

The purpose of this training course is to provide food chain professionals with the skills and knowledge necessary to audit Food Safety Management Systems (FSMS) with a view to assess the adequacy of the design, implementation and improvement of a food industry organizations FSMS against ISO 22000:2005 and in accordance with ISO 19011.

This course is designed for experienced food safety professionals with an understanding of the management systems approach to food safety and the skills required to audit effectively against FSMS.

OBJECTIVES
To impart knowledge in developing and implementing Food Safety Assurance System programme that meet the requirements of ISO 22000 Standard.
To provide training requirements for individuals seeking registration as Auditors/Lead Auditors with International Accreditation Bodies.

NO. OF PROGRAMMES FOR THE YEAR :
01

FOR WHOM
Senior and Middle Managers, Supervisors in Food Processing and Food Handling Industries, Chefs and Sous Chefs in Hotels and Restaurants

COURSE CONTENTS
Basic Concepts of Quality
Introduction to ISO 22000 Food Safety Management Systems
Good Manufacturing Practices (GMP)
Pre-Requisite Programmes
Operational Pre-Requisite Programmes
Application of ISO 22000 to Processing of Food
Assignments on Application of ISO 22000
Requirements of ISO 19011 Standard
FSMS Auditing
Audit Tools and Techniques
Steps in the ISO 22000 Certification/Registration Process

DURATION & TIME : 05 full days ( 0830 h to 1830 h )
2016-06-20 to 2016-06-24

MEDIUM : English

COURSE FEE : LKR 60 000 per participant + Tax
6.8 WORKSHOP ON APPLICATION OF FOOD LABELLING REGULATIONS IN INDUSTRY

Packaging is the science, art and technology of enclosing or protecting products for distribution, storage, sale and use. The subject of nutritional labeling of foods has been given extensive coverage in the media and the general public is becoming increasingly interested in knowing more about the food it purchases and consume. To provide consumers with the opportunity to develop healthier diets by purchasing foods with known nutritional contents, clearly understood and usable information is needed on food labels.

The course is designed to provide the knowledge of Labeling Regulation in Sri Lanka under the Food Act No 26 of 1980.

OBJECTIVES
To impart knowledge on Food Labelling Regulations.

NO. OF PROGRAMMES FOR THE YEAR:
01

FOR WHOM
Supermarket Managers, Manufacturers including SLS permit holders, Importers

COURSE CONTENTS
Labeling Regulations
Common Violations

DURATION & TIME: Half day (0900 h to 1215 h)
2016-05-27

MEDIUM: Sinhala

COURSE FEE: LKR 2 000 per participant + Tax
7.1 TRAINING PROGRAMME ON MANAGING SAFETY AND HEALTH AT WORK FLOOR LEVEL

Organizations of all kind are increasingly being concerned with achieving and demonstration sound Occupational and Safety Performance. They do so in the context of increasingly stringent legislation, the development economic policies in order to ensure the consistent and continuation of the business with respect the interest of their customers.

Health and Safety law places duties on organizations and employers \(\downarrow\), and directors are personally liable when these duties are breached. By following the guidance, will help your organization find the best way to lead and promote health and safety and therefore meet its legal obligations.

The training will also equip participants with the knowledge on how to managing safety and health at work floor level.

OBJECTIVE
To provide knowledge on how to managing safety & health at work floor level.

NO. OF PROGRAMMES FOR THE YEAR:
02

FOR WHOM
Production, Operational, Maintenance, Stores Executives, Team Leaders & Supervisors in Manufacturing & Service Organizations.

COURSE CONTENTS
Introduction to Fundamentals in Industrial Safety
Attitude change needed to Prevent Accidents
Compliance to rules, legislation and company standards
Hazard Identification
Introduction to Safety & Health Management Systems

DURATION & TIME: 01 full day (0900 h to 1600 h )
2016-05-06
2016-10-07

MEDIUM: Sinhala

COURSE FEE: LKR 4 000 per participant + Tax
7.2 TRAINING PROGRAMME ON OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS (OHSAS 18001)

OHSAS 18001 is the internationally recognized assessment specification for Occupational Health and Safety Management Systems.

It was developed by a selection of leading trade bodies, international standards and certification bodies to address a gap and introduce as a mechanism for a third-party certifiable international standard to exist.

An OHSAS promotes a safe and healthy working environment by providing a framework that allows organization to consistently identify and control its health and safety risks, reduce the potential for accidents, aid legislative compliance and improve overall performance.

OBJECTIVE
To provide knowledge on how to implement Occupational Health and Safety Management Systems in an organization.

NO. OF PROGRAMMES FOR THE YEAR :
02 (English)
02 (Sinhala)

FOR WHOM
Managers and Executives

COURSE CONTENTS
- Occupational Health & Safety Management System Elements as per OHSAS 18001
- Occupational Health and Safety Policy
- Planning
- Health and Safety at Work
- Physical Environment in the Work Place
- Accidents at Work and their Impacts on Productivity
- Implementation and Operation
- Auditing, Corrective Action and Follow-up Action

DURATION & TIME : 01 full day (0900 h to 1600 h)
- English
  - 2016-07-01
  - 2016-12-08
- Sinhala
  - 2016-03-15
  - 2016-09-02

MEDIUM : English/Sinhala

COURSE FEE : LKR 4,000 per participant + Tax
The programme reviews the OHSAS 18001 standard and will give participants an appreciation of the importance of the hazard identification, risk assessment and risk control processes, and the legal and regulatory requirements, which are at the core of an effective OH&S management system. OH&S audit methodology is covered by way of a series of interactive exercises and examples which will require participants to work in groups on every stage of the audit process, from defining the audit objectives, roles and responsibilities, planning and preparing the audit, conducting and reporting the audit, and finally following up on any corrective actions.

The course is designed to provide potential auditors of Occupational Health and Safety Management Systems with the knowledge, skills, principles and practices required for auditing an OHSAS 18001-based OH&S management system.

OBJECTIVE
To impart knowledge to develop, maintain and assess the conformance to Occupational Health and Safety Management System based on OHSAS 18001 specifications.

NO. OF PROGRAMMES FOR THE YEAR:
01

FOR WHOM
Senior and Middle Managers who have identified the importance of Occupational Health and Safety Management Systems.
Health and Safety Engineers/Officers
Those who need to be OHSAS Auditors/Lead Auditors

COURSE CONTENTS
Understand an OHS Management System, including the principles, processes and techniques used for the assessment of risk and the significance of these in OHSMS
Scope of OHS Management Systems and understanding of requirements for Design, Implementation and Assessment (including other criteria as OHS legislation) against which OHS audit could be performed
Acquire knowledge and skills to plan, conduct, report and follow-up Management System audit in accordance with ISO 19011

DURATION & TIME: 05 full days (0830 h to 1830 h)
2016-02-29 to 2016-03-04

MEDIUM: English

COURSE FEE: LKR 60,000 per participant + Tax
8.1 TRAINING PROGRAMME ON ENERGY MANAGEMENT SYSTEMS AS PER ISO 50001:2011

Effective Energy Management is now becoming a key feature. An energy management system can help the Industry to cut their energy costs and reduce their impact to the environment. This programme is designed to help the industry to understand and implement an energy management system based on ISO 50001 with confidence.

OBJECTIVE
To impart knowledge to develop, document, maintain and assess the conformance to Energy Management System based on ISO 50001.

NO. OF PROGRAMMES FOR THE YEAR:
01

FOR WHOM
Senior and Middle Managers / Engineers of Organizations, Persons who wish to expand their knowledge on Energy Management Systems.

COURSE CONTENTS
Introduction to ISO 50001:2011 Standard
Requirements of ISO 50001:2011
Development of Company Documentation of Energy Management System
Steps in implementation and certification process

DURATION & TIME: 03 full days (0900 h to 1600 h)
2016-08-03 to 2016-08-06

MEDIUM: English

COURSE FEE: LKR 12 000 per participant + Tax
9.1 **WORKSHOP ON GOOD MANUFACTURING PRACTICES (GMP) FOR FOOD INDUSTRY**

Good Manufacturing Practice (GMP) as the minimum sanitary and processing requirements for producing safe and wholesome food, they are an important part of regulatory control over the safety of the nation’s food supply. GMP systems cover the design, manufacture, packaging, labeling, storage, delivery, installation and servicing of finished products and delivery of services.

This GMP training programme is designed for participants to acquire fundamental knowledge on the significance of hygiene practices in product handling and processing.

The training will also equip participants with the knowledge on crucial elements of the pre-requisite programmes (PRP) of food and beverage industries and aid the company towards future implementation of a HACCP system/FSMS.

**OBJECTIVE**
To identify/impart knowledge, skills and attitudes required in the development of a Good Manufacturing Practices (GMP) System and establishing systems documentation.

**NO. OF PROGRAMMES FOR THE YEAR:**
01 (English), 03 (Sinhala), 01 (Tamil)

**FOR WHOM**
**English Programme**
Senior and Middle Managers, Supervisors, Chefs and Sous Chefs in Food Processing and Food Handling Industries: Hotels, Restaurants, Plantations, Meat and Poultry, Fishery and Dairy

**Sinhala Programme / Tamil Programme**
Supervisors & Operatives in Food Processing and Food Handling Industries: Hotels, Restaurants, Plantations, Meat and Poultry, Fishery and Dairy

**COURSE CONTENTS**
- Introduction to Good Manufacturing Practices (GMP)
- General Principles of Food Hygiene in the Food Processing Environment
- Interaction of GMP with SLS Certification Scheme, HACCP and ISO 9001 Quality Management System Certification
- Food Act and its Regulations, Documentation of GMP System
- Installation and implementation of GMP System
- Certification of GMP System

**DURATION & TIME**
- 01 full day (English) 01 full day (Sinhala) 01 full day (Tamil)
  - 2016-06-28 2016-01-27 2012-05-19
  - 2016-04-19 2016-09-28
- 0900 h to 1600 h

**MEDIUM**
: English/ Sinhala/ Tamil

**COURSE FEE**
: LKR 4 000 per participant + Tax
9.2 TRAINING PROGRAMME ON FOOD HYGIENE & GMP FOR RESTAURANTS AND CATERING ESTABLISHMENTS

Food poisoning at restaurants and catering establishments is generally caused by negligence or ignorance and consequently most experts in food hygiene believe that a reduction in the high level of food poisoning cases will only be achieved by the education of food handlers.

The correct handling of food at all stages in its receiving, preparation, serving, storage, distribution and sale is essential to ensure that the food remains safe and wholesome. This in turn will ensure a profitable operation by reducing food spoilage and exposure of customers to food poisoning.

OBJECTIVES
To impart knowledge on the principles of food hygiene and also to highlight the practices to be followed in the prevention of food contamination, spoilage risks in food and food poisoning.

NO. OF PROGRAMMES FOR THE YEAR:
02

FOR WHOM
Managers, Executives, Executive Chefs and Sous Chefs in the Hotel and Catering Establishments

COURSE CONTENTS
Introduction to Food Hygiene
Supply Chain Management
Food Contamination
Food Spoilage
Food Poisoning
Prevention of Food Contamination, Food Spoilage and Food Poisoning
Design of Premises and Equipment
Pest Control
Personal Hygiene and Housekeeping as per SLS 143
Food Act and its Regulations
Introduction to Food Safety Management Systems

DURATION & TIME: 02 full days (0900 h to 1600 h)
2016-03-17 to 2012-03-18
2016-07-11 to 2012-07-12

MEDIUM: English/Sinhala

COURSE FEE: LKR 8 000 per participant + Tax
9.3 Training Programme on Good Manufacturing Practices (GMP) for Coir Industry

Establishing a GMP for organization assures a safe product and a sustainable organization in a competitive market. GMP for coir and coir product manufacturing processes is a regulatory requirement for export of such products. This GMP training programme is designed to provide basic knowledge on the requirements of GMP for coir fiber products and coir fiber pith products, documentation implementation and auditing of GMP systems.

OBJECTIVES

Objective of this training programme is to identify/impart knowledge, skills and attitudes required in the development of a good manufacturing practices (GMP) system and establishing system documentation for coir and/or coir production.

NO. OF PROGRAMMES FOR THE YEAR:

02

FOR WHOM

Managers, Supervisors in coir fiber and coir fiber pith product manufacturing organizations and who are interested for GMP certification.

COURSE CONTENT

Objectives of GMP certification, requirements of national standards for coir and coir fiber pith products, legal requirements for coir and coir manufacturing organizations, documentation, implementation, auditing and certification process of GMP systems for coir fiber and coir fiber pith product manufacturing organizations.

DURATION & TIME: 01 full days (0900 h to 1600 h)

2016-08-09
2016-12-19

MEDIUM: Sinhala

COURSE FEE: LKR 4,000 per participant + Tax
10.1 **SEMINAR ON BENCHMARKING & MEASURING BUSINESS PERFORMANCE**

**OBJECTIVES**

To identify benchmarking projects, collect data, analyze gaps in performance and integrate better practices and develop a framework for benchmarking implementation.

**NO. OF PROGRAMMES FOR THE YEAR**

On Demand

**FOR WHOM**

Managers and Executives

**COURSE CONTENTS**

- Introduction to Benchmarking
- Process of Benchmarking
- Planning a Benchmarking Study
- Adopting Benchmarking Study Results for improvement

**DURATION & TIME**

half day

0900 h to 1215 h

**MEDIUM**

English

**COURSE FEE**

LKR 2 000 per participant + Tax
10.2 TRAINING PROGRAMME ON CONTINUAL BUSINESS IMPROVEMENT (CBI)

OBJECTIVE

To impart skills that can enhance the effectiveness of Business Management Systems by understanding the concepts and principles of Continual Business Improvement (CBI).

NO. OF PROGRAMMES FOR THE YEAR

On Demand

FOR WHOM

Senior/Middle Level Managers

COURSE CONTENTS:

- Principles of Continual Business Improvement
- Incremental Improvement
- Breakthrough Improvement
- Measurement for Improvement of Business Results
- Concept of Variation and Tools of Continual Improvement
- Management of Change
- Organizational Culture
- Determining Costs for Continual Improvement Strategies for Achieving CBI
- Continual Improvement as given in the ISO 9001 Standard

DURATION & TIME: 02 full days (0900 h to 1600 h)

MEDIUM: English

COURSE FEE: LKR 8,000 per participant + Tax
10.3 TRAINING PROGRAMME ON ”KAIZEN” - CONTINUAL IMPROVEMENT (THE SECRET BEHIND THE JAPANESE ECONOMIC MIRACLE)

OBJECTIVE
To give awareness on 'Kaizen', a Japanese Management Technique to build a positive attitude in employees for higher added value and profit.

NO. OF PROGRAMMES FOR THE YEAR
On Demand

FOR WHOM
Executives, Senior and Middle Managers of all functional areas

COURSE CONTENTS
- Kaizen vs Innovation
- Kaizen Approach to Problem Solving and Continual Improvement
- Changing the Corporate Culture through Kaizen

DURATION & TIME: 01 full day
0900 h to 1600 h

MEDIUM: English

COURSE FEE: LKR 4 000 per participant + Tax
10.4 TRAINING PROGRAMME ON MEETING CUSTOMER NEEDS FOR QUALITY AND PRODUCTIVITY IMPROVEMENT

OBJECTIVES
To provide awareness on activities relating to the customer in an organization for improved customer satisfaction.
To provide knowledge necessary to measure customer satisfaction and use them for Quality Improvement.

NO. OF PROGRAMMES FOR THE YEAR
On Demand

FOR WHOM
Managers and Executives

COURSE CONTENTS
Customer Focus
Customer and Market Knowledge
Customer Satisfaction
Measurement of Customer Satisfaction
Conducting Customer Surveys
Alternatives to Surveys
Customer interviews, focus groups, mystery shopping etc.
Calculating Customer Satisfaction Index
Handling of Customer Complaints

DURATION & TIME: 02 full days (0900 h to 1600 h)

MEDIUM: English

COURSE FEE: LKR 8,000 per participant + Tax
10.5 TRAINING PROGRAMME ON SIX SIGMA

OBJECTIVE
To understand the fundamental concepts, implementation and the benefits of Six Sigma.

NO. OF PROGRAMMES FOR THE YEAR
On Demand

FOR WHOM
Quality Assurance Managers, Senior Managers

COURSE CONTENTS
- Measuring, Monitoring and Improving processes
- Comparing Six Sigma and TQM
- Applying Six Sigma
- Increasing value
- Experience of Six Sigma using "Six Sigma Companies"
- Six Sigma benefits

DURATION & TIME: 01 full day
0900 h to 1600 h

MEDIUM: English

COURSE FEE: LKR 4 000 per participant + Tax
10.6 TRAINING PROGRAMME ON INTEGRATION OF MANAGEMENT SYSTEM STANDARDS

OBJECTIVES
To understand the concept of Integration and Management of Multiple Systems
To identify features in Business Management Systems which can be integrated
(such as ISO 9001, ISO 14001, ISO 22000, OHSAS 18001 and other Recognized Management Systems).

NO. OF PROGRAMMES FOR THE YEAR
On Demand

FOR WHOM
Senior and Middle Managers who have a knowledge of Management Systems

COURSE CONTENTS
The generic elements of Management Systems
The concept of integration
The relationships between QMS (ISO 9001), EMS (ISO 14001), HACCP (ISO 22000), OHS (OHSAS - 18001) and other Management System Standards

DURATION & TIME:
01 full day
0900 h to 1600 h

MEDIUM: English

COURSE FEE: LKR 4,000 per participant + Tax
10.7 TRAINING PROGRAMME ON GREEN PRODUCTIVITY (GP)

OBJECTIVES
To impart knowledge for enhancing productivity and environmental performance for sustainable socio-economic development;
To impart knowledge on concepts of green productivity, methodology and tools and techniques of green productivity.

NO. OF PROGRAMMES FOR THE YEAR
On Demand

FOR WHOM
Senior Managers, Managers and Executives

COURSE CONTENTS:
Concepts of Green Productivity (GP)
Sustainable Development
Tools and Techniques of GP
GP Strategic Plans, Methodology and Activities
Green Supply Chain and Green Purchasing

DURATION & TIME: 01 full day
0900 h to 1600 h

MEDIUM: English

COURSE FEE: LKR 4,000 per participant + Tax
10.8 TRAINING PROGRAMME ON TOTAL PRODUCTIVE MAINTENANCE (TPM)

OBJECTIVE
To provide an in-depth knowledge on application of Total Productive Maintenance to achieve total customer satisfaction.

NO. OF PROGRAMMES FOR THE YEAR
On Demand

FOR WHOM
Senior Managers, Executives, Maintenance Engineers

COURSE CONTENTS
- Why TPM is required in the industry
- What is TPM - Brief TPM History
- Five TPM concepts
- Similarities and Differences of Six Sigma and TPM
- Overall Equipment Efficiency
- Eight TPM Pillars
- Detailed explanation of
  - Jishu Hozen (Autonomous Maintenance)
  - Kobetsu Kaizen (Focus Improvement)
  - Education and Training
- Essentials in TPM
  - Activity boards
  - One Point Lesson
  - WAT (Work Arrangement Technique)
  - Overlapping Organization
- Workshop on Jishu Hozen
- Twelve Steps of TPM Implementation

DURATION & TIME: 02 full days
0900 h to 1600 h

MEDIUM: English

COURSE FEE: LKR 8,000 per participant + Tax
10.9 WORKSHOP ON EFFECTIVE COMMUNICATION

OBJECTIVE
To provide an in depth knowledge on application of Effective Communication to achieve total customer satisfaction.

NO. OF PROGRAMMES FOR THE YEAR
On Demand

FOR WHOM
Senior Managers, Executives, Supervisors of all functional areas

COURSE CONTENTS
- Introduction to Communication
- Understanding how communications work
- Gaining active listening and responding skills
- Understanding your own strengths
- Communication Barriers
- How others may see you
- Looking at body languages
- Building Confidence
- Difficult people or situations

DURATION & TIME: 01 full day
0900 h to 1600 h

MEDIUM: English

COURSE FEE: LKR 4 000 per participant + Tax
10.10 **TRAINING PROGRAMME ON GLOBALGAP**

**OBJECTIVE**
To impart knowledge on essential elements of GLOBALGAP system for the development of best practices for production of crops, livestock and aquaculture, acceptable to leading retail groups worldwide.
To highlight procedures to be followed to obtain GLOBALGAP certificate.

**NO. OF PROGRAMMES FOR THE YEAR:**
On Demand

**FOR WHOM**
Superintendents, Managers, Executives and Growers of Tea Plantations
Managers and Executives in Livestock Industry, Aquaculturists

**COURSE CONTENTS**
- Introduction to GLOBALGAP
- Cultivation/farming according to GAP Procedures
- Control Points and Compliance Criteria for Integrated Farm Assurance - Crop Base (Tea), Livestock Base, Aquaculture Base
- Related Regulatory and Statutory Requirements
- Certification Procedure

**DURATION & TIME**
01 full day (0900 h to 1600 h)

**MEDIUM**
English

**COURSE FEE**
LKR 4,000 per participant + Tax
10.11 TRAINING PROGRAMME ON TOTAL QUALITY MANAGEMENT AND ISO 9001:2015 QUALITY MANAGEMENT SYSTEMS FOR LIBRARIES

OBJECTIVE
To provide knowledge in the application of TQM Principles and Quality Management Techniques in the Library Environment.

NO. OF PROGRAMMES FOR THE YEAR
On Demand

FOR WHOM
Librarians and information specialists

COURSE CONTENTS
- Concepts of Quality and Total Quality Management
- Quality Management Techniques
- Team work/Leadership
- Effective communication
- 5S application in Libraries

DURATION & TIME : 02 Full Days 0900 h to 1600 h

MEDIUM : English

COURSE FEE : LKR 8 000 per participant + Tax
10.12 **ISO 14001 ENVIRONMENTAL MANAGEMENT SYSTEMS AUDITOR/LEAD AUDITOR COURSE**

IRCA Registered Code Number : A 14479
Course Provider : TUV NORD, GERMANY

**OBJECTIVES**
To impart knowledge in developing and implementing Environmental Management System Audit programmes that meet the requirements of ISO 14001 Standard.

To provide training requirements for individuals seeking registration as Auditors/Lead Auditors with International Register of Certificated Auditors (IRCA) - UK

**NO. OF PROGRAMMES FOR THE YEAR :**
On Demand

**FOR WHOM**
EMS Quality System Auditors who wish to develop their skills in EMS Auditing;
Environmental professionals who wish to audit EMS and others who are familiar with EMS Standards,
Management System Audits and auditing principles.

**COURSE CONTENTS**
EMS Auditor Registration Scheme
Understanding ISO 14001
Environmental Management and Audit Scheme
EMS Audit Process
Techniques for the Identification of Environmental Aspects
Environmental Law

**DURATION & TIME** : 05 full day (0830 h to 1830 h)

**MEDIUM** : English

**COURSE FEE** : LKR 60 000 per participant + Tax
10.13 ISO 50001 ENERGY MANAGEMENT SYSTEMS AUDITOR / LEAD AUDITOR COURSE

OBJECTIVE
Describe the purpose of an EnMS and explain the principles, processes and techniques used for the assessment and Management of risk, including the significance of these for EnMS auditors Explain the purpose, content and interrelationship of ISO 50001, the ISO 1400 series guidance standards, and the legislative framework to an EnMS
Undertake the role of an auditor to plan, conduct, report and follow up an audit in accordance with ISO 19011 and interpreting the requirements of ISO 50001

NO. OF PROGRAMMES FOR THE YEAR
On Demand

FOR WHOM
Line/ Support function personnel who are involved in EMS implementation staff who charged with the responsibility to develop and maintain EnMS
All EnMS auditors who wish to acquire an internationally recognized auditor status

COURSE CONTENTS
General Introduction, certification and accreditation
Introduction to Energy Management
The legislative framework
ISO 50001 Introduction and requirements
Audit planning and document review
Process auditing and audit skills writing of NC reports and audit reporting
Audit follow up

DURATION & TIME
05 Full Days
0900 h to 1800 h

MEDIUM
English

COURSE FEE
LKR 100,000 per participant + Tax
11.1 DISTANCE LEARNING PROGRAMME ON CERTIFICATE COURSE IN QUALITY MANAGEMENT

OBJECTIVES
To provide a way to upgrade those already in the workplace in an integrated fashion without the need for employees to be away from their workplace and also for school leavers to gain knowledge in quality management at a lesser cost and with greater results.

NO. OF PROGRAMMES FOR THE YEAR
02

FOR WHOM
School leavers having O/L Qualifications who wish to develop their career in the Quality related activities and personnel involved in production/processing and providing services.

COURSE CONTENTS:
- Industrial Standardization
- Concepts of Quality
- Quality Control Techniques
- Motivation for Quality
- Sampling
- Seven Management Tools for Quality Control
- ISO 9001 and ISO 14001 Standards
- Quality Systems Documentation
- Team Work

DURATION & TIME: Available at any time on clients request

MEDIUM: English/Sinhala

COURSE FEE:
- LKR 10 000 per participant + Tax
- LKR 15 000 per participant + Tax - for foreign participants

MODE OF ASSESSMENT: Assignments

(Certificates will be issued on successful completion of Assignments and Examination)
11.2 DISTANCE LEARNING PROGRAMME ON SEVEN QUALITY MANAGEMENT TOOLS (Q7) FOR PROBLEM SOLVING

OBJECTIVES
To provide a way to upgrade those already in the workplace in an integrated fashion without the need for employees to be away from their workplace and also for school leavers to gain knowledge in quality management at a lesser cost and with greater results.

NO. OF PROGRAMMES FOR THE YEAR
On Demand

FOR WHOM
School leavers having O/L Qualifications who wish to develop their career in quality related activities and personnel involved in production/processing and providing services.

COURSE CONTENTS
Check Sheets
Pareto Chart
Histograms and Graphs
Stratification and Flow Charts
Cause-and-Effect Diagram
Control Charts
Scatter Diagrams and
Problem Solving Process

DURATION & TIME: Available at any time on clients request

MEDIUM: English/Sinhala

COURSE FEE: LKR 5 000 per participant + Tax

MODE OF ASSESSMENT: Assignments

(Certificates will be issued on successful completion of Assignments)
11.3 DISTANCE LEARNING PROGRAMME ON NEW SEVEN MANAGEMENT TOOLS (N7) FOR PROBLEM SOLVING

OBJECTIVES

To provide a way to upgrade those already in the workplace in an integrated fashion without the need for employees to be away from their workplace and also for school leavers to gain knowledge in quality management at a lesser cost and with greater results.

NO. OF PROGRAMMES FOR THE YEAR

On Demand

FOR WHOM

School leavers having O/L Qualifications who wish to develop their career in quality related activities and personnel involved in production/processing and providing services.

COURSE CONTENTS

Affinity Diagram
Relation Diagram
Tree Diagram
Matrix Diagram
Arrow Diagram
Process Decision Program Chart (PDPC)
Matrix Data Analysis and Problem Solving Process

DURATION & TIME: Available at any time on clients request

MEDIUM: English/Sinhala

COURSE FEE: LKR 5 000 per participant + Tax

MODE OF ASSESSMENT: Assignments

(Certificates will be issued on successful completion of Assignments)
Application Form for the Diploma Programme

☐ DIPLOMA IN QUALITY MANAGEMENT  
☐ FOOD QUALITY ASSURANCE

Personal Information

01. Name with initials
   Dr/Mr/Ms

02. Address

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04. Any other Higher Qualification

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05. Professional Qualifications

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### Employment Record

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(Please submit two 3.5cm x 2.3 cm colour photographs at the enrolment)

I certify that the above mentioned information is true and correct to the best of my knowledge.

................................. .................................
Date  Signature of Applicant

(To be completed by applicant’s employer)

07. Payment of participation expenses (if selected)  Agree  Not Agree
08. Facilities to conduct the project  will be provided  not provided

09. Name and address of Company/Person making payment and providing facilities to conduct the project:

| NAME : |
| ADDRESS : |
| SIGNATURE : |
| DESIGNATION : |
| COMPANY VAT NO. : |
SRI LANKA STANDARDS INSTITUTION

Application Form for the
General Training Programmes

01. NAME WITH INITIALS: Dr/Mr/Ms/Miss ……………………………………………………………………………

02. TITLE OF THE PROGRAMME: ………………………………………………………………………

03. DATE/DURATION OF THE PROGRAMME: ……………………………………………………………

04. ADDRESS: Official/Private Telephone No: Official/Private

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05. EMPLOYMENT

NAME OF THE ORGANIZATION DESIGNATION

Date: ........................................................ Signature of Applicant

06. Payment of Participation expenses

Name, address and signature of person making payment

Name: ........................................................
Address: ............................................... Telephone No: ........................................
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Signature: ................................................

FOR OFFICE USE

Fees paid by: Cash/Cheque Amount:
Cheque No: Bank:
Date of payment: Receipt No:
Method of Enrolment

Sending an e-mail to training@slsi.lk

Calling through: 011 268 5546 (Director Training) or
2671567 - 72, 2674618, 2687523, 2697039, 5354319 (General)

Sending a Fax - 011 268 5546

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**Sri Lanka Standards Institution**

Training Division
No.17, Victoria Place,
Elvitigala Mawatha,
Colombo 08.

Telephone : 2685546 (Director Training)
             2671567 - 72, 2674618, 2687523, 2697039, 5354319 (General)
Fax       : 2685546, 2671579, 2672617
E-mail    : training@slsi.lk
Website   : http://www.slsi.lk