Training

Prospectus

2019

PROSPECTUS

FOR

TRAINING PROGRAMMES

JANUARY – DECEMBER

2019

Sri Lanka Standards Institution
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PROGRAMME CATEGORY AND NAME

1.   QUALITY   MANAGEMENT

1.1   Diploma in Quality Management (01 year)
1.2   Certificate Course in Quality Management (10 days)
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 Management System

2.   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   Awareness Programme on ISO 9001:2015 requirements
2.4   Training Programme on Role of Junior Managers and Supervisors in the Implementation of ISO 9001:2015 Standard
2.5   Auditor/Lead Auditor Course on ISO 9001:2015 Quality Management System
2.6   Workshop on Determination of Risks & Opportunities for Quality Management Systems
2.7   Workshop on taking Corrective Actions and Follow up Actions in closing a Non-conformity
2.8   Awareness Programme on Internal Auditing for Management Systems

3.   LABORATORY QUALITY MANAGEMENT SYSTEMS

3.1   Training Programme on Calibration of Monitoring and Measuring Devices
3.2   Training Programme on Laboratory Quality Management based on ISO/IEC 17025:2017
3.3   Training Programme on Measurement Assurance and Interpretation of Test Reports

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
4.5   Training Programme on Six Sigma
4.6   Training Programme on Sustainable Consumption and production

5   ENVIRONMENTAL MANAGEMENT SYSTEMS

5.1   Workshop on ISO 14001:2015 Standard and Implementation of Environmental Management Systems
5.2   Workshop on Internal Auditing as per ISO 14001:2015 Environmental Management Systems
5.3   Training Programme on Role of Junior Managers and Supervisors in the Implementation of ISO 14001:2015 Standard
5.4   Awareness Programme on ISO 14001: 2015 requirements
5.5   Training Programme on Application of Life cycle perspective and Evaluation of Environmental Aspects and Impacts and Legal Requirements in Environmental Management Systems
5.6   Auditor/ Lead Auditor Course on ISO 14001: 2015 Environmental Management Systems
.

6   FOOD SAFETY MANAGEMENT

6.1   Diploma in Food Quality Management (01 year)
6.2   Certificate course in Food Quality Management (10 days)
6.3   Training Programme on Food Hygiene
6.4   Training Programme on Quality Assurance Practices for Manufacturing of Bottled Drinking Water
6.5   Workshop on HACCP/ ISO 22000:2018 Standard and Implementation of Food Safety Management Systems
6.6   Workshop on Internal Auditing as per HACCP/ISO 22000:2005 Food Safety Management Systems
6.7   Training Programme on Role of Junior Managers and Supervisors in the Implementation of ISO 22000:2005 Standard

7   OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS

7.1   Workshop on Internal Auditing for ISO 45001: 2018 Occupational Health and Safety Management System
7.2   Training Programme on Managing Safety and Health at Work Floor Level
7.3   Workshop on ISO 45001 Standard and Implementation of Occupational Health and Safety Management Systems

8   ENERGY MANAGEMENT SYSTEMS

8.1   Workshop on ISO 50001: 2011 Standard and Implementation of Energy Management Systems

9   GMP-GOOD MANUFACTURING PRACTICES

9.1   Training Programme 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
9.4   Training Programme on Good Manufacturing Practices (GMP) for Cosmetic Industry

10   PROGRAMMES ON DEMAND

10.1 Training Programme on "Kaizen" - Continual Improvement
10.2 Training Programme on Integration of Management System Standards
10.3 Workshop on Effective Communication
10.4 Foundation Course in Quality Management (5 days)
10.5 Auditor/Lead Auditor Course on ISO 22 000: 2018 Food Safety Management Systems(FSMS)
10.6 Auditor / Lead Auditor course on ISO 45001:2018 Occupational Health & Safety Management Systems

11   DISTANCE LEARNING PROGRAMMES

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 2019

JANUARY		Date of commencement
1.	Workshop on Internal Auditing for ISO 9001:2015 Quality Management Systems	17
2.	Workshop on ISO 45001:2018 Standard and Implementation of Occupational Health and Safety Management Systems	23
3.	Certificate Course in Quality Management (10 days)	27
4.	Workshop on ISO 9001:2015 Standard and Implementation of Quality Management Systems	29
FEBRUARY		
1.	Training Programme on Good Manufacturing Practices (GMP) for Food Industry	01
2.	Training Programme on Role of Junior Managers or Supervisors in the Implementation of ISO 9001:2015 Standard	06
3.	Workshop on HACCP/ISO 22000 : 2018 Standard and Implementation of Food Safety Management Systems	07
4.	Workshop on Internal Auditing for ISO 9001:2015 Quality Management Systems	12
5.	Training Programme on Calibration of Monitoring and Measuring Devices	15
6.	Workshop on Quality Control for Product and Service Improvement	20
7.	Training Programme on 5S Applications in Productivity and Quality Improvement	22
8.	Certificate Course in Quality Management (10 days)	23
9.	Training Programme on Food Hygiene	25
MARCH		
1.	Training Programme on Sustainable Consumption and Production	06
2.	Training Programmme on Food Hygiene & GMP for Restaurants and Catering Establishments	08
3.	Training Programme on Criteria for Performance Excellence for Sri Lanka National Quality Awards (SLNQA)	11
4.	Workshop on Internal Auditing for ISO 9001:2015 Quality Management Systems	13
5.	Diploma in Quality Management (one year part time)	16
6.	Training Programme on Managing Safety and Health at Work Floor Level	18
7.	Workshop on taking Corrective Actions & Follow-up Actions in closing a Nonconformity	22
8.	Workshop on Internal Auditing for HACCP / ISO 22000: 2018 Food Safety Management Systems	26
9.	Training Programme on Quality Assurance Practices for Manufacturing of Bottled Drinking Water	29
10.	Auditor /Lead Auditor Course on ISO 14001: 2015 Environmental Management Systems	

	APRIL	**Date of commencement**
1.	Training Programme on Statistical Process Control (SPC) , Sampling Techniques and Inspection for ISO 9001 Quality Management Systems	01
2.	Training Programme on Good Manufacturing Practices (GMP) for Food Industry	03
3.	Training Programme on Role of Junior Managers or Supervisors in the Implementation of ISO 9001:2015 Standard	04
4.	Workshop on Internal Auditing for ISO 45001:2018 Occupational Health and Safety Management Systems	08
5.	Training Programme on 5S Applications in Productivity and Quality Improvement	24
6.	Workshop on Internal Auditing as per ISO 9001:2015 Quality Management Systems	25
7.	Certificate Course in Quality Management (10 days)	28
8.	Training Programme on Role of Junior Managers/ Supervisors in the Implementation of HACCP/ ISO 22000 : 2018 Standard	29
9.	Awareness Programme on ISO 14001: 2015 Requirements	30
	MAY	
1.	Training Programme on GMP for Coir Industry	03
2.	Workshop on Internal Auditing for ISO 14001: 2015 Environmental Management Systems	06
3.	Workshop on HACCP/ISO 22000 : 2018 Standard and Implementation of Food Safety Management Systems	09
4.	Workshop on Internal Auditing as per ISO 9001:2015 Quality Management Systems	14
5.	Workshop on ISO 9001:2015 Standard and Implementation of Quality Management Systems	21
6.	Workshop on ISO 45001:2018 Standard and Implementation of Occupational Health and Safety Management Systems	23
7.	Certificate Course in Quality Management (10 days)	25
8.	Diploma in Food Quality Management (one year part time)	26
9.	Training Programme on Application of Seven Quality Control Tools (Q7) and New Seven Management Tools (N7) for Continual Improvement (As per ISO 9001 and NQA Models)	27
10.	Awareness Programme on Internal Auditing for Management Systems	30
	JUNE	
1.	Training Programme on Good Manufacturing Practices (GMP) for Food Industry	04
2.	Workshop on Internal Auditing for HACCP / ISO 22000: 2018 Food Safety Management Systems	06
3.	Workshop on Internal Auditing for ISO 9001:2015 Quality Management Systems	11
4.	Training Programme on Role of Junior Managers/ Supervisors in the Implementation of HACCP/ ISO 22000 : 2018 Standard	14
5.	Training Programme on Role of Junior Managers or Supervisors in the Implementation of ISO 9001:2015 Standard	18
6.	Training Programme on 5S Applications in Productivity and Quality Improvement	19
7.	Training Programme on Calibration of Monitoring and Measuring Devices	20
8.	Workshop on Basic Concepts of Quality and Productivity	24
9.	Training Programme on Application of Life Cycle Perspective and Evaluation of Environmental Aspect and Impacts and Legal Requirements in Environmental Management Systems	25
10.	Awareness Programme on ISO 9001: 2015 Requirements	27

	JULY	Date of commencement
1.	Workshop on ISO 50001: 2011Standard and Implementation of Energy Management System	02
2.	Training Programme on Food Hygiene and GMP for Restaurants and Catering Establishment	05
3.	Training Programme on Laboratory Quality Management based on ISO/IEC 17025: 2017 Standard	09
4.	Training Programme on Quality Assurance Practices for Manufacturing of Bottled Drinking Water	17
5.	Workshop on ISO 9001:2015 Standard and Implementation of Quality Management Systems	18
6.	Training Programme on Six Sigma	24
7.	Workshop on ISO 14001:2015 Standard and Implementation of Environmental Management Systems	25
8.	Diploma in Quality Management (One year Part time)	27
9.	Workshop on Internal Auditing as per ISO 9001:2015 Quality Management Systems	30
	AUGUST	
1.	Workshop on ISO 45001:2018 Standard and Implementation of Occupational Health and Safety Management Systems	01
2.	Certificate Course in Food Quality Management (10 days)	03
3.	Workshop on HACCP/ ISO 22000: 2018 Standard and Implementation of Food Safety Management Systems	06
4.	Training Programme on Role of Junior Managers or Supervisors in the Implementation of ISO 9001:2015 Standard	08
5.	Training Programme on Sustainable Consumption and Production	16
6.	Certificate Course in Quality Management (10 days)	17
7.	Workshop on Internal Auditing for ISO 9001:2015 Quality Management Systems	20
8.	Training Programme on Good Manufacturing Practices (GMP) for Food Industry	22
9.	Workshop on Quality Control for Product and Service Improvement	26
10.	Workshop on Internal Auditing for ISO 14001: 2015 Environmental Management Systems	27
11.	Awareness Programme on ISO 9001: 2015 Requirements	29
	SEPTEMBER	
1.	Training Programme on Food Hygiene	03
2.	Training Programme on Role of Junior Managers/ Supervisors in the Implementation of HACCP/ ISO 22000 : 2018 Standard	05
3.	Workshop on ISO 9001:2015 Standard and Implementation of Quality Management Systems	10
4.	Training Programme on Team Work and Role of Quality Circles in Total Employee Participation	17
5.	Workshop on taking Corrective Action and Follow-up Actions in closing a Non-conformity	19
6.	Workshop on Internal Auditing for ISO 9001:2015 Quality Management Systems	24
7.	Workshop on Internal Auditing for HACCP / ISO 22000: 2018 Food Safety Management Systems	26
8.	Training Programme on Role of Junior Managers or Supervisors in the Implementation of ISO 14001:2015 Standard	30

OCTOBER		Date of Commencement
1.	Training Programme on Statistical Process Control (SPC) , Sampling Techniques and Inspection for ISO 9001 Quality Management Systems (Sinhala	01
2.	Workshop on ISO 45001:2018 Standard and Implementation of Occupational Health and Safety Management Systems	03
3.	Training Programme on Role of Junior Managers/ Supervisors in the Implementation of ISO 9001: 2015 Standard	08
4.	Training Programme on Measurement Assurance and Interpretation of Test Reports	10
5.	Workshop on Internal Auditing for ISO 9001: 2015 Quality Management Systems	15
6.	Training Programme on Good Manufacturing Practices (GMP) for Food Industry	18
7.	Diploma in Quality Management (One year Part time)	20
8.	Workshop on Internal Auditing for ISO 45001:2018 Occupational Health and Safety Management Systems	21
9.	Workshop on HACCP/ ISO 22000: 2018 Standard and Implementation of Food Safety Management Systems	23
10.	Workshop on Determination of Risks and Opportunities for Quality Management Systems	29
11.	Workshop on ISO 14001: 2015 Standard and Implementation of Environmental Management Systems	30
NOVEMBER		
1.	Training Programme on GMP for Cosmetic Industry	04
2.	Training Programme on Quality Assurance Practices for Manufacturing of Bottled Drinking Water	05
3.	Workshop on Internal Auditing for ISO 9001:2015 Quality Management Systems	06
4.	Training Programme on 5S Applications in Productivity and Quality Improvement	14
5.	Training Programme on Managing Safety and Health at Work Floor Level	15
6.	Certificate Course in Quality Management (10 days)	17
7.	Workshop on Internal Auditing for HACCP/ ISO 22000: 2018 Food Safety Management Systems	18
8.	Workshop on ISO 9001:2015 Standard and Implementation of Quality Management Systems	21
9.	Training Programme on Calibration of Monitoring and Measuring Devices	26
10.	Awareness Programme on Internal Auditing for Management Systems	28
11.	Auditor/Lead Auditor Course on ISO 9001: 2015 Quality Management Systems	
DECEMBER		
1.	Workshop on HACCP/ ISO 22000: 2018 Standard and Implementation of Food Safety Management Systems	03
2.	Training Programme on Role of Junior Managers or Supervisors in the Implementation of ISO 9001:2015 Standard	05
3.	Training Programme on Six Sigma	10
4.	Awareness Programme on ISO 9001: 2015 Requirements	13
5.	Workshop on Internal Auditing as per ISO 9001:2015 Quality Management Systems	17
6.	Training Programme on Food Hygiene and GMP for Restaurants and Catering Establishment	20

Quality Management

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

- To impart comprehensive knowledge on Quality Management.
- To build qualified, confident Quality Managers in Industry.
- To develop professionals for establishment, implementation and maintaining of Quality Management Systems.
- To enhance the understanding of management principles, disciplines, techniques and quality management methods which are necessary to apply to sustain the organizational strategy
- To enrich the knowledge to understand the impact of quality for organizational performance.

NO. OF PROGRAMMES FOR THE YEAR : 03

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

COURSE CONTENTS

- Concepts of Quality & Standardization
- Management
- Statistical Process Control (SPC)Techniques
- Managerial Techniques in Quality
- System Approach for Quality
- Organization for Quality & Productivity
- Special Topics
- Project – Four (04) Months

DURATION & TIME   : 40 full days (Saturdays/ Sundays) 0900 h to 1600 h

2019-03-16 (Saturdays)
2019-07-27 (Saturdays)
2019-10-20 (Sundays)

MEDIUM   : English

COURSE FEE   : LKR 85 000 per participant + Tax

(Certificates will be awarded on successful completion of the Evaluation tests and the Project)

Quality Management

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 impart basic knowledge on Quality Management.
- To build confident personals in managing Quality.
- To develop Junior Managers for implementation and maintaining of Quality Management Systems effectively.
- To provide a platform to enter the Diploma in Quality Management

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 aware themselves of Quality Management

COURSE CONTENTS
- Standardization, Use of regulations and standards
- Basic Concepts of Quality
- Quality Control Techniques
- Productivity Concept
- New Seven Management Tools for Quality Control
- Sampling
- ISO 9001, ISO 14001 and ISO 22000/HACCP and ISO 45001
- Quality Cost
- Team Work

DURATION & TIME   : 10 full days (0900 h to 1600 h)

English Medium
2019-01-27 to 2019-03-31 (Sundays)
2019-02-23 to 2019-05-04 (Saturdays)
2019-05-25 to 2019-10-19 (Saturdays)
2019-08-17 to 2019-10-19 (Saturdays)
2019-11-17 to 2020-01-26 (Sundays)

Sinhala Medium
2019-04-28 to 2019-07-14 (Sundays)

MEDIUM   : English / Sinhala

COURSE FEE   : LKR 20 000 per participant + Tax

Quality Management

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 impart knowledge on concepts and techniques of Quality.
- To facilitate industry to create quality culture and improve organizational performances.
- To promote employee participation in quality problem solving.

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)

2019-02-20 to 2019-02-21
2019-08-26 to 2019-08-27

MEDIUM   : Sinhala

COURSE FEE   : LKR 10 000 per participant + Tax

Quality Management

1.4 Training Programme on Criteria for Performance Excellence for Sri Lanka National Quality Awards (SLNQA)

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 promote awareness in quality as an increasingly important tool in enhancing competitiveness.
- To promote understanding of the factors contributing to performance excellence
- To encourage companies/ organizations to adopt improvement models.
- To share information on successful performance strategies and benefits derived from implementation of these strategies.
- To create a vision of excellence and provide a basis to achieve it at National level.
- To guide organizations to complete application for SLNQA.

NO. OF PROGRAMMES FOR THE YEAR :   01

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)

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MEDIUM   **:** English

COURSE FEE   **:** LKR 10 000 per participant + Tax

Quality Management

1.5 Training Programme on Statistical Process Control (SPC), Sampling Techniques and Inspection for ISO 9001 Quality Management System

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 provide the necessary knowledge on statistical process control techniques in improving processes to achieve optimum productivity.
- To impart knowledge on scientific sampling techniques and Inspection.

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)

2019-04-01 to 2019-04-02 (English Medium)
2019-10-01 to 2019-10-02 (Sinhala Medium)

MEDIUM   : English / Sinhala

COURSE FEE   : LKR 10 000 per participant + Tax

Quality Management Systems

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 provide awareness on requirements of ISO 9001:2015 standard
- To provide guidance to industries to transit from ISO 9001:2008 to ISO 9001:2015
- To support the industries to develop and implement the Quality Management system.
- To facilitate industries for Quality Management System Certification
- To facilitate International Trading

NO. OF PROGRAMMES FOR THE YEAR :   05

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 Documented Information Systems
- Steps in the ISO 9001 Certification Process

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

English Medium	Sinhala Medium
2019-01-29 to 2019-01-30	2019-07-18 to 2019-07-19
2019-05-21 to 2019-05-22	2019-11-21 to 2019-11-22
2019-09-10 to 2019-09-11	

MEDIUM   **:** English/Sinhala

COURSE FEE   **:** LKR 12 000 per participant + Tax

Training Prospectus | 2019

Back to
Programme
Category &
Names

Go to
Programme
Calendar

Quality Management Systems

2.2 Workshop on Internal Auditing for 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 followup actions.

OBJECTIVE
- To provide knowledge on audit techniques based on ISO 19011:2011
- To develop qualified Internal auditors
- To support organizations for implementing effective Quality Management System by conducting Internal Audits.

NO. OF PROGRAMMES FOR THE YEAR : 12

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 Standards 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	Sinhala Medium
2019-01-17 to 2019-01-18	2019-05-14 to 2019-05-15
2019-02-12 to 2019-02-13	2019-08-20 to 2019-08-21
2019-03-13 to 2019-03-14	2019-11-06 to 2019-11-07
2019-04-25 to 2019-04-26	
2019-06-11 to 2019-06-12	
2019-07-30 to 2019-07-31	
2019-09-24 to 2019-09-25	
2019-10-15 to 2019-10-16	
2019-12-17 to 2019-12-18	

MEDIUM : English / Sinhala
COURSE FEE : LKR 12 000 per participant + Tax

Quality Management Systems

2.3 Awareness Programme on ISO 9001: 2015 Requirements

In today's Competitive Business Environment customers are more demanding for Quality Products and services. Having internally accepted Quality Management System gives support for the above and allows you to enhance organizational performances and customer satisfaction. Considering this trigged concern, this programme has been designed. This programme would help you to refresh the knowledge of your staff and if you have not established Quality Management System you can get clear idea.

OBJECTIVES
- To provide awareness on the requirements of ISO 9001:2015 standard,
- To facilitate industries for continual improvement of their Quality Management System
- To facilitate industries for International Trading

NO. OF PROGRAMMES FOR THE YEAR : 03

FOR WHOM
Anyone in the field of Quality Management, Middle Managers and other functional employees, those who engage in developing and implementing Quality Management System

COURSE CONTENTS
Introduction to Quality Management Principles
Detailed requirements of ISO 9001: 2015 Standard
Development of Company Documented Information Systems

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

English Medium	Sinhala Medium
2019-06-27	2019-08-29
2019-12-13	

MEDIUM   : English / Sinhala

COURSE FEE   : LKR 5 000 per participant + Tax

Quality Management Systems

2.4 Training Programme on role of Junior Managers or Supervisors in the Implementation of ISO 9001: 2015 Standard

No 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

- To provide awareness on relevant requirements of ISO 9001:2015 standard,
- To build confidence in personnel to work in the capacity of junior manages or supervisors in implementing QMS
- To obtain active participation from junior manages or supervisors in implementation of QMS

NO. OF PROGRAMMES FOR THE YEAR : **06**

FOR WHOM

Junior Managers or 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 Standards
Requirements of ISO 9001: 2015 Standard/details of selected elements
Installation of Quality Management Systems

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

English Medium	Sinhala Medium
2019-02-06	2019-04-04
2019-06-18	2019-08-08
2019-10-08	2019-12-05

MEDIUM   **:** English / Sinhala

COURSE FEE   **:** LKR 5 000 per participant + Tax

Quality Management Systems

2.5 Auditor/Lead Auditor Course on ISO 9001:2015 Quality Management System
IRCA-UK Accredited Programme

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 support individuals to qualify as recognized QMS Auditors
- To facilitate individuals to fulfill training requirements for the registration of Auditors/Lead Auditors with International Register of Certificated Auditors (IRCA), UK.
- To facilitate industries to maintain and upgrade the QMS with the knowledge gained through the programme.
- To support the industries to strengthen the Internal Auditing.

NO. OF PROGRAMMES FOR THE YEAR : 01

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)

2019 November

MEDIUM   : English

COURSE FEE   : LKR 75 000 per participant + Tax

Quality Management Systems

2.6 Workshop on Determination of Risks and Opportunities for Quality Management Systems

Risk-based thinking is a key concept that underpins ISO 9001:2015. Risk-based thinking means considering risk and opportunity qualitatively, as well as quantitatively when defining the rigor and degree of formality needed to plan and control the QMS and its component activities.

The possible benefits of a quality management system based on ISO 9001:2015 include the organization being required to address risks associated with its context, objectives and strategic direction. The context changes through time, risk determination and evaluation are ongoing activities.

Hence an organization must evidence that they have determined, considered and, where necessary, taken proportionate action to address any risks and opportunities that may impact, either positively or negatively, their quality management system's ability to deliver its intended results or that could impact customer satisfaction.

OBJECTIVES

- To gain a thorough knowledge in risk based thinking with organizational context and its strategic direction which may impact the quality management system and its planned results.
- To increase positive effects, to avoid or minimize negative effects, and to achieve improvement.
- To facilitate the alignment or integration of the QMS into the business management system through mitigating or preventing risks.

NO. OF PROGRAMMES FOR THE YEAR : 01

FOR WHOM

Those who have followed ISO 9001 Quality Management System Auditor/Lead Auditor course

For personnel who will conduct, manage and participate in internal audits

COURSE CONTENTS

- Introduction to Risks and Opportunities
- Risk severity and Impact analysis on the performance of the Quality management systems
- Management approach in risk assessment
- Risk mitigation and prevention
- Assignments and Practical Sessions

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

2019-10-29

MEDIUM   : English

COURSE FEE   : LKR 5 000 per participant + Tax

Quality Management Systems

2.7 Workshop on taking of Corrective Actions and Follow Up Actions in closing a non-conformity

Corrective actions and follow up actions are essential for effective implementation for any management System. It is important to prevent recurrence of nonconformity and avoid occurrence elsewhere in order to assure the confidence of the management systems and the services of the organizations among its stake holders.Corrective action requires understanding the problem(s), identifying root causes and implementing effective solution(s). This workshop provides practical knowledge on problem-solving process of identifying contributing factors, taking corrections, corrective action, and assessing the effectiveness of corrective actions.

OBJECTIVES
- To enhance the knowledge of the auditors on problem solving process in identifying the root causes.
- To guide the auditors to close the NCRs' raised in an effective manner.

NO. OF PROGRAMMES FOR THE YEAR :   02

FOR WHOM
Managers, Executives, Management System Auditors

COURSE CONTENTS
- Problem solving process
- Taking Corrective actions
- Follow up actions
- Assignments and Practical Sessions

DURATION & TIME   **:** 01 full day (0830 h to 1600 h)

2019-03-22 (English Medium)
2019-09-19 (Sinhala Medium)

MEDIUM   **:** English/Sinhala

COURSE FEE   **:** LKR 5 000 per participant + Tax

Quality Management Systems

2.8 Awareness Programme on Internal Auditing for Management Systems

Once you have set up your Management Systems in line with Management System Standards 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 take follow up actions.

OBJECTIVES
- To provide knowledge on audit techniques based on ISO 19011
- To develop qualified Internal Auditors
- To support organizations for implementing effective Management System by conducting Internal Audits

NO. OF PROGRAMMES FOR THE YEAR :   02

FOR WHOM
For personnel who will conduct, manage and participate in internal audits in the field of Quality, Food Safety, Environmental, Health and Safety and Energy etc, and also for those who seek certification/registration of their companies against Management System Standards.

COURSE CONTENTS
- Overview of Management System Auditing
- Use of ISO 19011 Standards 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 Auditors

DURATION & TIME   **:** 01 full day (0830 h to 1600 h)

2019-05-30 (English Medium)
2019-11-28 (Sinhala Medium)

MEDIUM   **:** English/Sinhala

COURSE FEE   **:** LKR 5 000 per participant + Tax

Laboratory Quality Management

3.1 Training Programme on Calibration of Monitoring and Measuring Devices

Any instrument used in production, laboratories or any other place that can affect to the quality of service or product should be calibrated before put in to service and at regular intervals to assure the performance of the instrument. Proper calibration with traceability to national or international standards provides valid measurements. Capability of an instrument can be determined by evaluating the calibration report. Calibration of all the equipment in a facility can be very expensive and therefore determination of require equipment is important. In all management system standards emphasis has been given to instrument calibration and have made requirements considering the importance. This training programme provides understanding of calibration, selection of equipment, evaluation of performance of instrument and to interpret calibration reports.

OBJECTIVE
- To develop Quality Assurance/Testing/ Calibration laboratories providing measurements with traceability to International requirements
- To facilitate industries for optimum usage of equipment and internal calibration / verification activities.
- To develop knowledge of personals in interpretation of calibration reports and assessing the instrument capability.
- To support industries to fulfill Management Systems requirements
- To facilitate industries for national and international trading

NO. OF PROGRAMMES FOR THE YEAR :   03

FOR WHOM
  Managers, Executives and Supervisors

COURSE CONTENTS
- Basic concepts in calibration
- Calibration of instruments
- Measurement Traceability
- Determination of uncertainty
- Selection of equipment for testing and measuring
- Interpretation of calibration reports

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

English Medium	Sinhala Medium
2019-02-15	2019-06-20
2019-11-26	

MEDIUM   **:** English / Sinhala

COURSE FEE   : LKR 5 000 per participant + Tax

Laboratory Quality Management

3.2 Training Programme on Laboratory Quality Management based on ISO/IEC 17025:2017 Standard

Quality of a test Report issued by a laboratory affects in accurate decision making. It can be used to diagnose a disease by a Doctor, for certification, inspection or regulatory activity or otherwise for business confirmation. Implementing a laboratory quality management system in calibration or testing laboratory will help to produce reliable and consistent results thereby assure the confidence of stakeholders including customers and succeed in the market. ISO 17025 standard provides guidance for implementing internationally accepted quality management system and make a platform for accreditation as per   ISO 17025. The training programme provides knowledge on requirements of ISO 17025 and good laboratory practices which are needed for Laboratory Quality Management.

OBJECTIVE
- To develop quality management systems of laboratories to International Standard
- To build confidence of users through reliable test reports
- To support laboratories to gain International recognition through Accreditation
- To facilitate National and International trading

NO. OF PROGRAMMES FOR THE YEAR : 01

FOR WHOM
Laboratory Technical and Quality Managers, Managers in Testing, Calibration and Medical Laboratories, Laboratory Technicians

COURSE CONTENTS
- Quality Management Concepts
- Introduction to ISO/IEC 17025 : 2017 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)

2019-07-09 to 2019-07-11

MEDIUM   : English

COURSE FEE   : LKR 12 000 per participant + Tax

Laboratory Quality Management

3.3 Training Programme on Measurement Assurance and Interpretation of Test Reports

> Good measurements assure the quality of product or service and thus build confidence of the organization. Measurement plays a vital role in global trading and involves millions of money. Making good measurement is important to maintain good relationship.
>
> Various factors affect the quality of measurements such as human factors, environmental factors, equipment factors etc. Understanding the affecting factors supports to minimize errors of measurements.
>
> This training programme provides a sound knowledge on factors affecting the quality of measurement and how to improve the quality of measurements and build the confidence all stakeholders.

OBJECTIVE
- To develop knowledge of personals the importance of measurement assurance and reporting of results
- To facilitate industries to make correct decisions based on accurate measurements.
- To build confidence of users through reliable test reports

NO. OF PROGRAMMES FOR THE YEAR : 01

FOR WHOM
Junior Managers, Supervisors and operators

COURSE CONTENTS
- Basic concepts of Metrology
- Errors of measurements
- Identification of errors of measurement
- Techniques for improving the quality of measurements
- Uncertainty of measurement
- Presentation of numerical values and rounding off
- Data analysis and reporting of results

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

2019-10-10 (English/Sinhala Medium)

MEDIUM : English**/**Sinhala

COURSE FEE : LKR 5 000 per participant + Tax

Productivity Improvement

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 impart knowledge on basic concepts of quality and productivity.
- To support organizations to improve quality and productivity.
- To motivate employees by providing knowledge on quality and productivity

NO. OF PROGRAMMES FOR THE YEAR : 01

FOR WHOM

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

COURSE CONTENTS

- Basic Concepts of Quality and Productivity
- 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)

2019-06-24 to 2019-06-25

MEDIUM : English/Sinhala

COURSE FEE : LKR 10 000 per participant + Tax

Productivity Improvement

4.2 Training Programme on 5 S 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 5S housekeeping practices.
- To support organizations to improve the productivity through 5S application.
- To support national economy by promoting 5S practices

NO. OF PROGRAMMES FOR THE YEAR : 04

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

COURSE CONTENTS

- Total Quality Management
- Introduction to 5 S
- Elements of 5 S
- Effective implementation of 5 S
- Evaluation of 5 S practices

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

English Medium	Sinhala Medium
2019-06-19	2019-02-22
	2019-04-24
	2019-11-14

MEDIUM   **:** Sinhala/ English

COURSE FEE   **:** LKR 5 000 per participant + Tax

Productivity Improvement

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 impart knowledge on teamwork and Quality Circles.
- To promote total employee participation through teamwork and Quality Circles.
- To facilitate organizations for effective problem solving techniques.
- To support organizations to improve Productivity and Quality

NO. OF PROGRAMMES FOR THE YEAR : 01

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)

2019-09-17 to 2019-09-18

MEDIUM   **:** Sinhala

COURSE FEE   **:** LKR 10 000 per participant + Tax

Productivity Improvement

4.4 Training Programme on Application of Seven Quality Control Tools (Q7) and New Seven 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 Seven Quality Control Tools (Q7) and New Seven Management Tools (N7).
- To facilitate organizations for effective problem solving techniques.
- To enhance employee participation in Quality and productivity improvement

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)

2019-05-27 to 2019-05-29

MEDIUM   : English

COURSE FEE   : LKR 12 000 per participant + Tax

Productivity Improvement

4.5 Training Programme on Six Sigma

Six Sigma is a method that provides organizations tools to improve the capability of their business processes. This increase in performance and decrease in process variation which lead to defect reduction and improvement in profits, employee morale, and quality of products or services. This is a comprehensive and interactive training programme that teaches Quality Assurance Managers and Senior Managers how to use Six Sigma approach for improving the performance of the organization.

OBJECTIVE

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

NO. OF PROGRAMMES FOR THE YEAR : 02

FOR WHOM
Quality Assurance Managers, Senior Managers

COURSE CONTENTS
- Measuring, Monitoring and Improving processes
- Comparing Six Sigma and TQM
- Applying Six Sigma
- Increasing value
- Six Sigma benefits

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

2019-07-24
2019-12-10

MEDIUM   : English

COURSE FEE   : LKR 5 000 per participant + Tax

Productivity Improvement

4.6 Training Programme on Sustainable Consumption and Production

Sustainable Consumption and Production (SCP) is a concept that promotes economic growth without compromising the environment. SCP advances resource efficiency of consumption and production, reduces pressure on scarce resources and increase sustainable use of renewable resources.

OBJECTIVE

- To present principles and applications of sustainable consumption and production (SCP) concepts for the Industries.

NO. OF PROGRAMMES FOR THE YEAR: 02

FOR WHOM
Managers

COURSE CONTENTS
- Introduction to the concept of Sustainable Consumption and Production
- Sustainable Production – Cleaner Production
- Sustainable Consumption – Changing Behaviour
- Tools for Practicing Sustainable Consumption – Sustainable Supply Chain Management and Sustainable Public Procurement
- Holistic Waste Management

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

2019-03-06
2019-08-16

MEDIUM   : English

COURSE FEE   : LKR 5 000 per participant + Tax

Training Prospectus 2019

Back to
Programme
Category &
Names

Go to
Programme
Calendar

Environmental Management

5.1 Workshop on ISO 14001: 2015 Standard and Implementation of Environmental Management Systems

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 enrich knowledge on ISO 14001:2015 requirements.
- To provide guidance to industries to transit from ISO 14001:2004 to ISO 14001:2015.
- To promote Green Business Management.
- To ensure the entrusted reputation through effective implementation of EMS.
- To facilitate industries for Environment Management System Certification

NO. OF PROGRAMMES FOR THE YEAR :   02

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
- Development of Company Documented Information Systems
- Installation of Environmental Management Systems

DURATION & TIME   : 02 full days (0900 h to 1600 h)
2019-07-25 to 2019-07-26
2019-10-30 to 2019-10-31

MEDIUM   : English

COURSE FEE   : LKR 12 000 per participant + Tax

Environmental Management

5.2   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 provide knowledge on audit techniques based on ISO 19011 standard
- To develop qualified Internal Auditors
- To support organizations for implementing effective Quality Management System by conducting Internal Audits.

NO. OF PROGRAMMES FOR THE YEAR :   02

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
- Planning and scheduling Audits
- Audit checklists and procedures
- Performing the audit
- Reporting the audit results and follow-up activities
- Environmental laws and regulations
- Auditing against ISO 14001 Standard

DURATION & TIME   : 02 full days (0900 h to 1600 h)
2019-05-06 to 2019-05-07
2019-08-27 to 2019-08-28

MEDIUM   : English

COURSE FEE   : LKR 12 000 per participant + Relevant Tax

Environmental Management

5.3 Training Programme on Role of Junior Managers or 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 provide awareness on relevant requirements of ISO 14001:2015 standard.
- To build confidence in personnel to work in the capacity of junior manages or supervisors in implementing EMS.
- To obtain active participation from junior manages/supervisors in implementation of EMS

NO. OF PROGRAMMES FOR THE YEAR : 01

FOR WHOM

Junior Managers/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
- Installation of Environmental Management Systems

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

2019-09-30

MEDIUM   **:** Sinhala

COURSE FEE   **:** LKR 5 000 per participant + Tax

Environmental Management

5.4 Awareness Programme on ISO 14001:2015 Requirements

> **Having effective Environmental Management System is highly important for any business.**
> **ISO 14001 is and internationally agreed standard that sets out the requirements for Environmental Management Systems. It helps organizations to improve their environmental performances through efficient use of resources and reduce waste giving a competitive advantage and trust of stakeholders.**
> **This one day programme enable participants to familiarizes with the requirements/refresh the requirements of ISO 14001: 2015**

OBJECTIVES

- To provide awareness on the requirements of ISO 14001:2015
- To facilitate industries for continual improvement of their Environmental Management Systems
- To facilitate Industries for International Trading

NO. OF PROGRAMMES FOR THE YEAR : 01

FOR WHOM

Anyone in the field of Environmental Management
Middle Managers and other Functional Employees
Those who engage in developing and implementing Environmental Management System

COURSE CONTENTS

- Overview of Environmental Management System
- Detailed requirements of ISO 14001 standard
- Documentation of Environmental Management System

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

         2019-04-30

MEDIUM   **:** English

COURSE FEE   **:** LKR 5 000 per participant + Tax

Environmental Management

5.5 Training Programme on Application of Life Cycle Perspective and Evaluation of Environmental Aspects & Impacts & Legal Requirements in Environmental Management Systems

ISO 14001:2015 emphasizes the importance of Life Cycle thinking for Environmental Management Systems. When identifying its environmental aspects within the scope of its environmental management system, the organization should consider a life cycle perspective and those aspects associated with its activities of products and services. This programme is mainly focus to cover the above mention requirements.

This programme aimed at companies who need to identify their environmental aspects and impacts when implementing and reviewing EMS with insight into its life cycle perspective.

OBJECTIVES

- To impart knowledge on conducting life cycle assessments
- To impart knowledge on identification of Environmental Aspects, Impacts, applicable Legal Requirements and evaluation of Environmental Impacts for the effective implementation of Environment Management System
- To facilitate industries in managing environmental risks considering aspects, impacts and Legal requirements.
- To promote Green Business Management.

NO. OF PROGRAMMES FOR THE YEAR : 01

FOR WHOM

Managers, Executives, Environmental Management System Auditors

COURSE CONTENTS

- Introduction to life cycle perspective
- ISO 14001:2015 requirements relevant to life cycle perspective
- 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)
2019-06-25

MEDIUM : English

COURSE FEE : LKR 5 000 per participant + Tax

Environmental Management

5.6 Auditor/ Lead Auditor Course on ISO 14001: 2015 Environmental Management Systems
IRCA – UK Accredited Programme

> With explosion of interest in Environmental Improvement throughout the world especially on the basis of ISO 14001 EMS, 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 based on the modular approach to auditor training adopted by UK international Registrar of Certificated Auditors (IRCA)

OBJECTIVES
- To impart knowledge in developing and implementing Environmental Management System Audit programmes that meet the requirements of ISO 14001Standard.
- 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 : 01

FOR WHOM

   EMS 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 days (0830 h to 1830 h)
                                2019 March

MEDIUM   : English

COURSE FEE   : LKR 75 000 per participant + Tax

Food Safety Management

6.1 Diploma in Food Quality Management (1 Year)

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 knowledgeably and competent in quality assurance in food processing activities. Diploma in Food Quality Management 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

*   To impart comprehensive knowledge on Food Quality Management.
*   To build qualified, confident Quality Managers in Food Industry.
*   To develop professionals for establishment, implementation and maintaining of Food Safety and Quality Management Systems.
*   To develop Industries to meet global Food Safety and Quality Management requirements to enhance competitiveness in food industry.
*   To enhance knowledge to ensure consumer health and safety globally.

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) 2019-05-26
MEDIUM	: English
COURSE FEE	: LKR 85 000 per participant + Tax

6.2 Certificate Course in Food Quality Management

Food quality management assures the health and safety of food products and has become increasingly important in today's society due to changing consumer needs, increasing competition, governmental interests and global requirements. This has resulted in a turbulent situation on the food market and in the food chain. The situation is further complicated by the complex characteristics of food and food ingredients, which include aspects such as variability, restricted shelf life and potential safety hazards; as well as many chemical, biochemical, physical and microbiological processes. This course is designed to provide required knowledge for continuous improvement in food quality management methods with application of modern technologies and management methods.

OBJECTIVES
- To impart basic knowledge on Food Quality Management.
- To build confident personals in Food Industry.
- To develop Junior Managers for implementation and maintaining of Food Safety and Quality Management Systems.
- To provide a platform to enter the Diploma in Food Quality Management

NO. OF PROGRAMMES FOR THE YEAR : 01

FOR WHOM
For Junior Managers, Executives, Chefs, Sous Chefs, and Supervisors in Food Industry.
School leavers who wish to develop their profession in Food Quality Management

COURSE CONTENTS
- Basic concepts of quality and TQM for Food Quality
- Standardization, Food Standards and Regulations
- 5 S Housekeeping Practices
- Sampling, Data Collection and Summarization
- Quality Control Tools (Q7) and New Seven Management Tools (N7)
- Problem Solving Process
- Nutritional Aspects of Food
- Principles of Food Microbiology, Food Chemistry, Food Analysis and Food Preservation
- Sensory Evaluation Technique
- Food Packaging
- Food Plant Layout
- Food Safety Management Systems – GMP, HACCP, ISO 22000
- ISO 9001, ISO 14001, OHSAS, Organic Certification and Internal Auditing
- Measurement Assurance, ISO 17025 Laboratory Accreditation

DURATION & TIME : 10 full days (Saturdays) (0900 h to 1600 h)
2019-08-03 to 2019-10-05

MEDIUM : English

COURSE FEE : LKR 20 000 per participant + Tax

Food Safety Management

6.3 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 Food Hygiene.
- To facilitate industry to establish Good Manufacturing Practices(GMP), HACCP and Food Safety Management Systems to build customer confidence.
- To strengthen industries for Legal compliance

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
- Supply chain management
- Good Hygienic Practices
- Food Act and its Regulations

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

2019-02-25 to 2019-02-26 (English Medium)
2019-09-03 to 2019-09-04 (Sinhala Medium)

MEDIUM   **:** English/Sinhala

COURSE FEE   **:** LKR 10 000 per participant + Tax

Food Safety Management

6.4 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 product . 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 provide knowledge on Quality Assurance of Bottled drinking water
- To facilitate industries to obtain Health Ministry Registration and SLS Mark Scheme.

NO. OF PROGRAMMES FOR THE YEAR :   03

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

COURSE CONTENTS
- Selection of Water Source
- Hydro geological 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)
2019-03-29
2019-07-17
2019-11-05

MEDIUM   : Sinhala / English

COURSE FEE   : LKR 5 000 per participant + Tax

Food Safety Management

6.5 Workshop on HACCP/ ISO 22000:2018 Standard and Implementation of Food Safety Management Systems

ISO 22000:2018 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 enrich knowledge on food safety, HACCP and ISO 22000 standard
- To ensure the entrusted reputation through effective implementation of FSMS.
- To facilitate industries for Food Safety Management System Certification.
- To facilitate Global Trading

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
- Detailed requirements of ISO 22000: 2018
- Development of Company documentations of FSMS
- Installation of Food Safety Management System

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

English	Sinhala
2019-02-07 to 2019-02-08	2019-05-09 to 2019-05-10
2019-08-06 to 2019-08-07	2019-10-23 to 2019-10-24
2019-12-03 to 2019-12-04	

MEDIUM   : English / Sinhala

COURSE FEE   : LKR 12 000 per participant + Tax

Food Safety Management

6.6 Workshop on Internal Auditing for HACCP/ISO 22000:2018 Food Safety Management Systems

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 anagement 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 provide knowledge on audit techniques based on ISO 19011:2011
- To develop qualified Internal auditors.
- To support organizations for implementing effective Food Safety Management System by conducting Internal Audits.

NO. OF PROGRAMMES FOR THE YEAR : 04

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) and Food Safety Management Systems based on ISO 22000:2018
- 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)
2019-03-26 to 2019-03-27
2019-06-06 to 2019-06-07
2019-09-26 to 2019-09-27
2019-11-18 to 2019-11-19

MEDIUM : English

COURSE FEE : LKR 12 000 per participant + Tax

Food Safety Management

6.7 Training Programme on Role of Junior Managers or Supervisors in the implementation of HACCP/ISO 22000 : 2018 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

- To provide awareness on relevant requirements of ISO 22000 standard,
- To build confidence in personnel to work in the capacity of Junior Manages or Supervisors in Implementing FSMS.
- To obtain active participation from Junior Manages or Supervisors in Implementation of FSMS.

NO. OF PROGRAMMES FOR THE YEAR : 03

FOR WHOM

Junior Managers or 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 22000:2018 Standards
- Selected requirements of ISO 22000:2018
- Steps in implementation and certification process

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

English Medium	Sinhala Medium
2019-06-14	2019-04-29
	2019-09-05

MEDIUM   : English / Sinhala

COURSE FEE   : LKR 5 000 per participant + Tax

Occupational Health & Safety Management Systems

7.1 Workshop on Internal Auditing for ISO 45001:2018 Occupational Health and Safety Management System

Take the next step in occupational health and safety management today. Become an Internal Auditor with our workshop on ISO 45001: 2018 internal auditor and reap the rewards of a robust management system – achieving the highest standards of health and safety. Build employee confidence through optimum working standards and continuous improvement. Learn how to deliver structured internal audits in line with ISO 45001: 2018 requirements on our two-day course.

OBJECTIVES
- To provide knowledge on audit techniques based on ISO 19011
- To develop qualified Internal Auditors.
- To support organizations for implementing effective Occupational Health and Safety Management System by conducting Internal audits

NO. OF PROGRAMMES FOR THE YEAR :   02

FOR WHOM
For Personnel who will conduct, manage and participate in internal audits and also for those who seek Certification / registration of their companies against ISO 45001

COURSE CONTENTS
- Overview of ISO 45001: 2018 Standards
- Requirements of ISO 45001: 2018
- Use of ISO 19011 standard in Auditing
- Planning and Scheduling Audits
- Audit Checklists and Procedures
- Performing the Audit
- Reporting audit Results and Follow - up Activities

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

2019-04-08 to 2019-04-09
2019-10-21 to 2019-10-22

MEDIUM   : English

COURSE FEE   : LKR 12 000 per participant + Tax

Occupational Health & Safety Management Systems

7.2 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, 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 guide organization through the important aspects involved in workplace safety and health
- To share knowledge and ensure improvements to ensure employee well-being as well as foster a productive work environment effectively.

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)

2019-03-18
2019-11-15

MEDIUM : Sinhala

COURSE FEE : LKR 5 000 per participant + Tax

Occupational Health & Safety Management Systems

7.3 Workshop on ISO 45001: 2018 Standard and Implementation of Occupational Health and Safety Management Systems

ISO 45001 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 OHSMS 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 give overview of health and safety management auditing and the requirements of ISO 45001: 2018 certification
- To support organizations for implementing effective occupational health and safety management System by understanding of key aspects such as risk analysis, hazard identification and control, safety education and training, and best practice policies for the implementation of effective safety programs.

NO. OF PROGRAMMES FOR THE YEAR : **04**

FOR WHOM
Managers and Executives

COURSE CONTENTS
- Introduction to Occupational Health and Safety Management System
- Detailed requirements of ISO 45001 Standard
- Development of Company Documented Information System
- Installation of ISO 45001 Management System

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

English Medium	Sinhala Medium
2019-01-23 to 2019-01-24	2019-05-23 to 2019-05-24
2019-08-01 to 2019-08-02	
2019-10-03 to 2019-10-04	

MEDIUM   : English/Sinhala

COURSE FEE   : LKR 12 000 per participant + Tax

Energy Management

8.1 Workshop on ISO 50001: 2011 Standard and Implementation of Energy Management Systems (EnMS)

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)

2019-07-02 to 2019-07-04

MEDIUM   **:** English

COURSE FEE   : LKR 12 000 per participant + Tax

Good Manufacturing Practices (GMP)

9.1 TRAINING PROGRAMME 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 provide knowledge on Food Hygiene
- To facilitate industry to establish Good Manufacturing Practices (GMP) to build customer confidence.
- To strengthen industries for Legal compliance
- To attract market through effective implementation of GMP.

NO. OF PROGRAMMES FOR THE YEAR :   05

FOR WHOM
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 (0900 h to 1600 h)

English Medium	Sinhala Medium
On demand	2019-02-01
	2019-04-03
	2019-06-04
	2019-08-22
	2019-10-18

MEDIUM   **:** English / Sinhala

COURSE FEE   **:** LKR 5 000 per participant + Tax

Good Manufacturing Practices (GMP)

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 Food Hygiene and GMP
- To create the platform for HACCP and Food Safety Management System certification
- To strengthen Restaurants and catering establishments for Legal compliance

NO. OF PROGRAMMES FOR THE YEAR : 03

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
- SLS 143 and SLS 956 requirements
- Food Act and its Regulations
- Introduction to Food Safety Management Systems

DURATION & TIME : 01 full day (0900 h to 1600 h)
2019-03-08
2019-07-05
2019-12-20

MEDIUM : Sinhala

COURSE FEE : LKR 5 000 per participant + Tax

Good Manufacturing Practices (GMP)

9.3 Training Programme on 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 is 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

- To impart knowledge, skills and attitudes required in the implementation of GMP
- To establishing system documentation for coir and/ or coir products
- To motivate industries to fulfill regulatory requirements
- To facilitate exports

NO. OF PROGRAMMES FOR THE YEAR : 01

FOR WHOM

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

COURSE CONTENTS

- 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 day (0900 h to 1600 h)

2019-05-03

MEDIUM   : Sinhala

COURSE FEE   : LKR 5 000 per participant + Tax

Good Manufacturing Practices (GMP)

9.4 Training Programme on GMP for Cosmetic Industry

Good Manufacturing Practices (GMP) are highly important for Cosmetic Industry. GMPs are particle and organizational guidelines setup ensure reproducibility and the quality of the manufacturing processes of Cosmetic Products. Our local Cosmetic Manufacturers requires to follow acceptable guidelines on GMP in their industry in order to deliver Quality Products. Sri Lanka Standards Institution has published a guideline on GMP for Cosmetic Industry, SLS ISO 22716: 2017. This programme is mainly based on the above standard.

OBJECTIVES

- To give awareness on SLSISO 22716: 2017 Guidelines on Good Manufacturing Practices for Cosmetic, for Local Cosmetic Manufacturers.
- Improve the manufacturing practices in Local Cosmetics Manufacturing through GMP
- Ensure access to sport market

NO. OF PROGRAMMES FOR THE YEAR :   01

FOR WHOM

Those who engage in Cosmetic Industry including Senior Managers, Middle Managers and Supervisors.

COURSE CONTENTS

- Introduction to Good Manufacturing Practices for Cosmetic Industry
- Guidelines as per the SLS ISO 22716:2017 Guidelines on Good Manufacturing Practices for Cosmetics
- Installation and implementation of GMP Systems
- Certification of GMP Systems

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

2019-11-04

MEDIUM   **:** Sinhala

COURSE FEE   **:** LKR 5 000 per participant + Tax

Programmes on Demand

Programmes on Demand

Back to Programme Category & Names

Go to Programme Calendar

Back to Programme Category & Names

Go to Programme Calendar

10.1 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 5 000 per participant + Relevant Tax

Programmes on Demand

10.2 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 5 000 per participant + Tax

Programmes on Demand

Back to
Programme
Category &
Names

Go to
Programme
Calendar

10.3 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 5 000 per participant + Relevant Tax

10.4 FOUNDATION COURSE IN QUALITY MANAGEMENT

OBJECTIVES

- To provide a solid foundation of Quality management principles, disciplines, techniques and management methods
- To facilitate industries to develop personnel for application of Basic Quality Management Concepts
- To enable personals to enter into the field of Quality
- To provide a platform to enter the certificate Course in Quality Management

NO OF PROGRAMMES FOR THE YEAR

On demand

FOR WHOM

For junior Managers, executives, supervisors and school leavers who wish to develop their profession in Quality Management

COURSE CONTENT

- Basic concepts of Quality management
- Total Quality Management (TQM)
- Standardisation
- Service Quality
- Sampling, Data Collection and Summarization
- Quality Control tools (Q7) and New Seven Management Tools (N7)
- Kizen techniques, 5S Housekeeping practices, Quality Circles, Team work
- Problem solving process
- Management Systems - ISO 9001, ISO 22000, ISO 14001, ISO 45001
- Basic concepts of metrology

DURATION & TIME: 05 full days
                                 0900 h to 1600 h

MEDIUM : English/Sinhala

COURSE FEE: LKR 15 000 per participant + Relevant Tax

Training Prospectus   2019

Programmes on Demand

Back to
Programme
Category &
Names

Go to
Programme
Calendar

10.5 AUDITOR/ LEAD AUDITOR COURSE ON ISO 22000 : 2018 FOOD SAFETY MANAGEMENT SYSTEM
IRCA –UK Accredited Programme

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)

MEDIUM   **:** English

COURSE FEE   : LKR 75 000 per participant + Relevant Tax

10.6 AUDITOR/ LEAD AUDITOR COURSE ON ISO 45001: 2018 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS

OBJECTIVE
- To impart knowledge to develop, maintain and assess the conformance to Occupational Health and Safety Management System based on ISO 45001 specifications.
- To support individuals to qualify as recognized OHS Auditors

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
- An overview of ISO 45001: 2018 OHS Management Systems
- 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
- Audit Tools and Techniques
- Examples, Group works and worksheets

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

MEDIUM   : English

COURSE FEE   : LKR 75 000 per participant + Tax

Back to Programme Category & Names

Go to Programme Calendar

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 TechniquesMotivation 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)

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 + Relevant Tax

MODE OF ASSESSMENT : Assignments

(Certificates will be issued on successful completion of Assignments)

Training Prospectus   2019

Distance Learning Programmes on Quality Management

Back to
Programme
Category &
Names

Go to
Programme
Calendar

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 + Relevant 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**

3.5cm x 2.3cm
Colour
Photograph

Personal Information

01. Name with initials

Dr/Mr/Ms

02. Address

Official	Private
Telephone	Telephone/Mobile

E- mail

N I C No	Date of Issue

03. Educational Background

Name of Examination	Subject		Grade	Year
G C E (O/ L) Examination	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
G C E (A/ L) Examination	1			
	2			
	3			
	4			

04. Any other Higher Qualification

Certificate Course	
Diploma	
Degree	

05. Professional Qualifications

Course	Details

Page 1 of 2

06. Employment Record

Name of Organization	Position Held	Years of Service	Description of work

(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   ☐ **09.**

08. Facilities to conduct the project   will be provided   ☐   not provided   ☐
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

…………………………………....……   …………………………………………
…………………………………....……   …………………………………………
…………………………………....……
…………………………………....……

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: ………………………….

     ………………………………….

     Signature: …………………………….

FOR OFFICE USE

Fees paid by: Cash/Cheque   Amount:

Cheque No: Bank:

Date of payment: Receipt No:

Registration Policy and Procedures

Registration of Participants

Registration of participants will be on a first-come-first-served basis. Programme details are available in SRI LANKA STANDARDS INSTITUTION website http://www.slsi.lk and also be obtained via telephone / Email / Fax / Letters.

Registration for all programmes other than Diploma programmes to be made at least five (05) working days prior to the commencement of the training programme to:

> **Director (Training)**
> **Sri Lanka Standards Institution**
> **Training Division**
> **17, Victoria Place**
> **Elvitigala Mawatha**
> **Colombo 08**
>
> **Telephone : +94 (0) 11 2685546 (Direct)**
> **+94 (0) 11 2671567-72 (General)**
> **Telefax : +94 (0) 11 2685546, +94 (0) 11 2672617,**
> **+94 (0) 11 2671579**
>
> **E-mail : training@slsi.lk / dt@slsi.lk**

Applications for Diploma programmes to be submitted to the above address by filling the application forms, available in the Training Division, SLSI website http://www.slsi.lk or Training Prospectus at least two months prior to the commencement date of Diploma Programmes. Diploma application forms can also be obtained on request. Selections are done by an interview and are communicated for registration.

Confirmation

Confirmations are informed to all confirmed participants.

Payment

Quotation/Invoice is issued on request. Company name, address, VAT/SVAT numbers (if available) are required for issuing Quotation/Invoice. Course fee is given in the relevant programme page. Full payment shall be made in advance.

SLSI VAT No. 409015476 7000 and SVAT No. 002388

Mode of Payment

The course fee shall be paid by cash or crossed cheque issued in favour of "Sri Lanka Standards Institution". The course fee can be deposited to the Sri Lanka Standards Institution bank Account No.
193675, Bank of Ceylon, Super Grade Branch, Borella. Those who pay through account shall send scanned copy to the Training Division and produce the slip at the time of registration.

Cancellation

For any cancellation the participant/organization shall inform the SLSI in writing not less than five (05) working days of the scheduled training date. Registered participant who is unable to attend the training may nominate a substitute at no charge except for Diploma Programmes. Details of substitute shall be provided via email/fax/letter at least one (01) day before training. Cancellation made by participant/organization is not accepted for Diploma Programmes and International Programmes after registration and payment will not be refunded. If the cancellation is done by the SLSI, the full payment will be refunded or shall offer the registered participants to transfer to the same course on a new planned date(s).

Group Discounts

Discount of 10% will be given to organizations who nominate five or more participants. Discounts are not applicable for Diploma programmes, Certificate courses, Foundation courses and International programmes.

Certificate

A certificate will be awarded to each participant on successful completion of the course.

Provisions

Course material, refreshments and lunch*

* Lunch for full day programmes only

Venue

Auditorium, Sri Lanka Standards Institution, 17, Victoria Place, Elvitigala Mawatha, Colombo 08.

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