

5S

HACCP

FSMS

EMS

GMP

OHSAS

ENMS

NQA

QMS

TQM

7QCT

2015

Training

Prospectus



Sri Lanka Standards Institution

PROSPECTUS
FOR
TRAINING PROGRAMMES
JAN – DEC
2015



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NAME OF THE PROGRAMME

1. QUALITY MANAGEMENT AND TECHNIQUES

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

2. ISO 9000 : QUALITY MANAGEMENT SYSTEMS

- 2.1 Workshop on ISO 9001:2008 Standard and the Preparation of Quality Manual
- 2.2 Workshop on Internal Auditing as per ISO 9001:2008 Quality Management Systems
- 2.3 Training Programme on ISO 9001:2008 Standard for Supervisory Grades
- 2.4 ISO 9001 Quality Management System Auditor/Lead Auditor Course

3. ISO 17025 : LABORATORY QUALITY MANAGEMENT SYSTEMS

- 3.1 Seminar on Calibration for ISO 9001:2008 Quality Management Systems
- 3.2 Training Programme on Laboratory Quality Management

4. PRODUCTIVITY IMPROVEMENTS

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

5. ISO 14000 : ENVIRONMENTAL MANAGEMENT SYSTEMS

- 5.1 Workshop on Development and Documentation of Environmental Management Systems as per ISO 14001:2004
- 5.2 Training Programme on the Evaluation of Environmental Aspects and Impacts and Legal Requirements in Environmental Management Systems
- 5.3 Training Programme on Management of Industrial Solid Waste, Waste Water and Air Emissions
- 5.4 Training Programme on ISO 14001:2004 Standard for Supervisory Grades

6 FOOD HYGIENE AND FOOD QUALITY ASSURANCE

- 6.1 Diploma in Food Quality Management
- 6.2 Training Programme on Food Hygiene
- 6.3 Training Programme on Bottled Drinking Water
- 6.4 Workshop on HACCP/ISO 22000:2005 Food Safety Management Systems
- 6.5 Workshop on Internal Auditing as per HACCP/ISO 22000:2005 Food Safety Management Systems
- 6.6 Training Programme on ISO 22000:2005 Food Safety Management Systems Standard for Supervisory Grades
- 6.7 ISO 22000 Food Safety Management Systems Auditor/Lead Auditor Course
- 6.8 Workshop on Good Manufacturing Practices (GMP) for Food Industry
- 6.9 Workshop on Food Labelling Regulations

7 OHSAS 18001 : OCCUPATIONAL HEALTH AND SAFETY

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

8 ISO 50001: ENERGY MANAGEMENT SYSTEMS

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

9 PROGRAMMES ON DEMAND

- 9.1 Seminar on Benchmarking and Measuring Business Performance
- 9.2 Training Programme on Continual Business Improvements (CBI)
- 9.3 Training Programme on “Kaizen” - Continual Improvement
- 9.4 Training Programme on Meeting Customer Needs for Quality and Productivity Improvement
- 9.5 Training Programme on Six Sigma
- 9.6 Training Programme on Integration of Management System Standards
- 9.7 Workshop on Internal Auditing as per ISO 14001 Environmental Management Systems
- 9.8 Training Programme on Green Productivity (GP)
- 9.9 Training Programme on Total Productive Maintenance (TPM)
- 9.10 Workshop on Effective Communication
- 9.11 Training Programme on GLOBALGAP
- 9.12 Workshop on Good Manufacturing Practices for Food Industry (Tamil)
- 9.13 Training Programme on Food Hygiene & GMP for Restaurants and Catering Establishments
- 9.14 Training Programme on Total Quality Management and ISO 9001:2008 Quality Management Systems for Libraries
- 9.15 Training programme on 5S Applications in Productivity and Quality Improvements
- 9.16 ISO 14001 Environmental Management Systems Auditor/ Lead Auditor Course
- 9.17 ISO 50001 Energy Management Systems Auditor/ Lead Auditor Course

10 DISTANCE LEARNING PROGRAMMES ON QUALITY MANAGEMENT

- 10.1 Certificate Course in Quality Management
- 10.2 Seven Quality Management Tools (Q7) for Problem Solving
- 10.3 New Seven Management Tools (N7) for Problem Solving

Training Calendar 2015

JANUARY

- 01 Workshop on Internal Auditing as per ISO 9001:2008 Quality Management Systems
- 02 Training Programme on 5 S Applications in Productivity & Quality Improvement (Sinhala)
- 03 Workshop on ISO 9001:2008 Standard & the Preparation of Quality Manual

FEBRUARY

- 01 Training Programme on Management of Industrial Solid Waste, Waste Water and Air Emissions
- 02 Certificate Course in Quality Management (Sinhala)
- 03 Workshop on HACCP/ISO 22000:2005 Food Safety Management Systems
- 04 Training Programme on Energy Management Systems as per ISO 50001:2011

MARCH

- 01 Diploma in Food Quality Management (Sundays)
- 02 Training Programme on ISO 9001:2008 Standard for Supervisory Grades (Sinhala)
- 03 Training Programme on Criteria for Performance Excellence for SLNQA
- 04 OHSAS 18001 Occupational Health and Safety Management System Auditor / Lead Auditor Course
- 05 Training Programme on Statistical Process Control (SPC), sampling Techniques and Inspection for ISO 9001:2008 Quality Management Systems
- 06 Training Programme on Occupational Health and Safety (OHS) Management System (Sinhala)
- 07 Workshop on Internal Auditing as per ISO 9001:2008 Quality Management Systems
- 08 Diploma in Quality Management (Saturdays)
- 09 Training Programme on Bottled Drinking Water
- 10 Workshop on Quality Control (Sinhala)
- 11 Workshop on Development and Documentation of Environmental Management Systems as per ISO 14001:2004
- 12 Training Programme on HACCP/ISO 22000:2005 Food Safety Management Systems standard for Supervisory Grades
- 13 Workshop on Good Manufacturing Practices for Food Industry (Sinhala)

APRIL

- 01 Workshop on ISO 9001:2008 Standard and the Preparation of Quality Manual
- 02 Workshop on Internal Auditing as per HACCP / ISO 22000 Food Safety Management Systems
- 03 Training Programme on 5 S Applications in Productivity & Quality Improvement (Sinhala)
- 04 Training Programme on Criteria for Performance Excellence for SLNQA
- 05 Workshop on Internal Auditing as per ISO 9001:2008 Quality Management Systems (Sinhala)

MAY

- 01 Training Programme on Evaluation of Environmental Aspects & Impacts & Legal Requirements in Environmental Management Systems
- 02 Workshop on HACCP/ISO 22000:2005 Food Safety Management Systems
- 03 Certificate Course in Quality Management (Sinhala)
- 04 Workshop on New Seven Management Tools (N7) for Continual Improvement
- 05 Training Programme on Food Labeling Regulations (Sinhala)
- 06 Workshop on Internal Auditing as per ISO 9001:2008 Quality Management Systems
- 07 Seminar on Calibration for ISO 9001:2008 Quality Management Systems
- 08 Training Programme on ISO 9001:2008 Standard for Supervisory Grades
- 09 Training Programme on Occupational Health and Safety (OHS) Management Systems
- 10 Training Programme on Food Hygiene
- 11 Training Programme on 5 S Applications in Productivity and Quality Improvement

JUNE

- 01 Training Programme on the Procedures to be followed to obtain SLS Mark For a Product
- 02 Training Programme on Team Work and Role of Quality Circles in Total Employee Participation (Sinhala)
- 03 Training Programme on Laboratory Quality Management
- 04 ISO 9001 Quality Management System Auditor/Lead Auditor Course
- 05 ISO 22000 Food Safety Management System Auditor/Lead Auditor Course
- 06 Workshop on Good Manufacturing Practices for Food Industry (Sinhala)
- 07 Training Programme on ISO 14001:2004 Standards for Supervisory Grades

JULY

- 01 Workshop on Internal Auditing as per ISO 9001:2008 Quality Management Systems
- 02 Workshop on Good Manufacturing Practices for Food Industry
- 03 Training Programme on 5 S Applications in Productivity and Quality Improvement (Sinhala)
- 04 Workshop on ISO 9001:2008 Standard & the Preparation of Quality Manual
- 05 Training Programme on Evaluation of Environmental Aspects & Impacts & Legal Requirements in Environmental Management Systems
- 06 Training Programme on Application of Seven Quality Control Tools (Q7) and Seven New Management Tools (N7) for Continual Improvement
- 07 Workshop on HACCP/ ISO 22000:2005 Food Safety Management Systems
- 08 Workshop on Basic Concepts of Quality & Productivity
- 09 Training Programme on Bottled Drinking Water
- 10 Training Programme on Managing Safety and Health at Work Floor Level (Sinhala)

AUGUST

- 01 Training Programme on ISO 9001:2008 Standard for Supervisory Grades (Sinhala)
- 02 Workshop on Good Manufacturing Practices (GMP) for Food Industry (Sinhala)
- 03 Training Programme on Energy Management Systems as per ISO 50001:2011
- 04 Training Programme on Occupational Health and Safety (OHS) Management Systems (Sinhala)
- 05 Workshop on Internal Auditing as per ISO 9001:2008 Quality Management Systems
- 06 Training Programme on 5 S Applications in Productivity and Quality Improvement (Sinhala)

SEPTEMBER

- 01 Training Programme on Management of Industrial Solid Waste, Waste Water & Air Emissions
- 02 Workshop on HACCP/ ISO 22000:2005 Food Safety Management Systems
- 03 Seminar on Calibration for ISO 9001:2008 Quality Management Systems (Sinhala)
- 04 Certificate Course in Quality management
- 05 Training Programme on Team Work & Role of Quality Circles in Total Employee Participation (Sinhala)
- 06 Training Programme on Food Hygiene (Sinhala)
- 07 Training Programme on ISO 9001:2008 Standard and Preparation of Quality Manual

OCTOBER

- 01 Training Programme on Statistical Process Control (SPC), Sampling Techniques and Inspection for ISO 9001 Quality Management System (Sinhala)
- 02 Certificate Course in Quality management (Sinhala/English)
- 03 Diploma in Food Quality Management (Sundays)
- 04 Workshop on Internal Auditing as per ISO 9001:2008 Quality Management Systems
- 05 Training Programme on the Procedures to be followed to obtain SLS Mark For a Product
- 06 Training Programme on 5 S Applications in Productivity and Quality Improvement (Sinhala)
- 07 Workshop on Development and Documentation of Environmental Management Systems as per ISO14001:2004
- 08 Workshop on Internal Auditing as per HACCP/ ISO 22000 Food Safety Management Systems
- 09 Training Programme on Bottled Drinking Water
- 10 Workshop on Food Labelling Regulations (Sinhala)

NOVEMBER

- 01 Workshop on Internal Auditing as per ISO 9001:2008 Quality Management Systems (Sinhala)
- 02 Training Programme on ISO 9001:2008 Standard for Supervisory Grades
- 03 Training Programme on 5 S Applications in Productivity and Quality Improvement
- 04 Training Programme on HACCP/ ISO 22000 Food Safety Management System Standard for Supervisory Grades (Sinhala)
- 05 Workshop on ISO 9001:2008 Standard and the Preparation of Quality Manual
- 06 ISO 9001 Quality Management System Auditor/Lead Auditor Course
- 07 Workshop on Quality Control (Sinhala)

DECEMBER

- 01 Workshop on Internal Auditing as per ISO 9001:2008 Quality Management Systems
- 02 Training Programme on 5 S Applications in Productivity and Quality Improvement (Sinhala)
- 03 Workshop on Good Manufacturing Practices (GMP) for Food Industry (Sinhala)
- 04 Workshop on HACCP/ ISO 22000:2005 Food Safety Management Systems
- 05 Training Programme on Occupational Health and Safety (OHS) Management Systems
- 06 Training Programme on ISO 14001:2004 Standard for Supervisory Grades

Quality Management Techniques

1.1 Diploma in Quality Management

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

OBJECTIVES

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

NO. OF PROGRAMMES FOR THE YEAR

02

FOR WHOM

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

COURSE CONTENTS

Basic concepts of Quality & Standardization	Just-in-time Manufacturing
Total Quality Management (TQM)	'Kaizen' - continuous process improvement
Human Resource Management	ISO 9001, ISO 14001, Global GAP and ISO 22000, ISO 17025
Basic and Advanced Statistics	SA 8000, OHSAS 18001 Standards
Seven / New Seven Tools for Quality Control	Organic Certification, FSC
Sampling and Inspection	Nanotechnology
Advanced Mgt Techniques in Quality Control	Quality Systems Documentation
Marketing for Quality	Quality Audits
Management Tools for Quality Improvement	Customer Relations
Effective Teams for Quality Improvement	Benchmarking
Quality Function Deployment	Quality Costs
Quality Engineering by Design (Taguchi Approach)	Awareness of Legal Factors Relating to Quality

The Diploma will be awarded on successful completion of the Evaluation tests and the Project

Project – Four (04) Months
(At least 20 Man days)

DURATION & TIME : 38 full days
2015-03-21 (Saturdays)
2015-10-18 (Sundays)
0900 h to 1600 h

MEDIUM : English

COURSE FEE : LKR 75 000 per participant +12% VAT (LKR 84 000)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

1.2 CERTIFICATE COURSE IN QUALITY MANAGEMENT

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

OBJECTIVES

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

NO. OF PROGRAMMES FOR THE YEAR

05

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

Industrial Standardization
Concepts of Quality
Quality Control Techniques
Motivation for Quality
Seven Tools for Quality Control
Sampling
ISO 9001, ISO 14001 and ISO 22000/HACCP
Quality Systems Documentation
Team Work

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

2015-02-09 to 2015-02-20 - Week days (Sinhala Medium)

2015-09-07 to 2015-09-18 - Week days (English Medium)

2015-05-09 to 2015-07-11 - Saturdays (English Medium)

2015-09-13 to 2015-11-29- Sundays (Sinhala / English Medium)

2015-10-03 to 2015-12-12 - Saturdays (Sinhala Medium)

MEDIUM : Sinhala / English Medium

COURSE FEE : LKR 20 000 per participant +12% VAT (LKR 22 400)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

1.3 WORKSHOP ON QUALITY CONTROL

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

OBJECTIVE

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

NO. OF PROGRAMMES FOR THE YEAR

02

FOR WHOM

Employees involved in production and other processes

COURSE CONTENTS

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

DURATION & TIME : 02 full days (0900 h to 1600 h)
2015-03-24 and 2015-03-25
2015-11-23 and 2015-11-24

MEDIUM : Sinhala

COURSE FEE : LKR 8 000 per participant +12% VAT (LKR 8 960)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

1.4 TRAINING PROGRAMME ON CRITERIA FOR PERFORMANCE EXCELLENCE FOR SRI LANKA NATIONAL QUALITY AWARDS

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

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

OBJECTIVE

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

NO. OF PROGRAMMES FOR THE YEAR

02

FOR WHOM

For Managers

COURSE CONTENTS

Introduction to MBNQA

Purposes of the MBNQA

Evaluation Criteria of MBNQA

- Leadership
- Strategic Planning
- Customer Focus
- Measurement, Analysis and Knowledge Management
- Workforce Focus
- Process Management
- Results

Evaluation Process

Benefits to Applicants/Winners of MBNQA/SLNQA

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

2015-03-03 and 2015-03-04

2015-04-27 and 2015-04-28

MEDIUM

: English

COURSE FEE

: LKR 8 000 per participant +12% VAT (LKR 8 960)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

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 give awareness on the application of the techniques of Statistical Process Control (SPC) in ISO 9001 Quality Management System.

To provide knowledge necessary to carry out sampling inspection in industry using scientific sampling techniques.

NO. OF PROGRAMMES FOR THE YEAR :

02

FOR WHOM

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

COURSE CONTENTS

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

DURATION & TIME : 02 full days (0900 h to 1600 h)
2015-03-16 and 2015-03-17 (English Medium)
2015-10-01 and 2015-10-02 (Sinhala Medium)

MEDIUM : English / Sinhala

COURSE FEE : LKR 8 000 per participant +12% VAT (LKR 8 960)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

2.1 WORKSHOP ON ISO 9001:2008 STANDARD AND THE PREPARATION OF QUALITY MANUAL

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

OBJECTIVE

To introduce the ISO 9001:2008 Standard and to provide a practical approach in preparing the documentation needed to implement an ISO 9001 Quality Management System.

NO. OF PROGRAMMES FOR THE YEAR :

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 Quality Manual (Documentation of Quality System)
Procedure Manuals
Work Instructions
Recommended formats
Steps in the ISO 9001 Certification Process

DURATION & TIME: 02 full days (0900 h to 1600 h)
2015-01-29 and 2015-01-30 (English)
2015-04-01 and 2015-04-02 (English)
2015-07-13 and 2015-07-14 (Sinhala/ English)
2015-09-29 and 2015-09-30 (English)
2015-11-12 and 2015-11-13 (English)

MEDIUM : Sinhala / English

COURSE FEE : LKR 10 000 per participant +12% VAT (LKR 11 200)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

2.2 WORKSHOP ON INTERNAL AUDITING AS PER ISO 9001 : 2008 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 impart knowledge in developing and implementing internal quality system audit programmes that meet the requirements of ISO 9001 : 2008.

NO. OF PROGRAMMES FOR THE YEAR :

09

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 : 2008 Standard

COURSE CONTENTS

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

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

English Medium

2015-01-22 and 2015-01-23
2015-03-19 and 2015-03-20
2015-05-19 and 2015-05-20
2015-07-02 and 2015-07-03
2015-08-25 and 2015-08-26
2015-10-05 and 2015-10-06
2015-12-01 and 2015-12-02

Sinhala Medium

2015-04-29 and 2015-04-30
2015-11-02 and 2015-11-03

MEDIUM : English / Sinhala

COURSE FEE : LKR 10 000 per participant +12% VAT (LKR 11 200)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

2.3 TRAINING PROGRAMME ON ISO 9001 : 2008 STANDARD FOR SUPERVISORY GRADES

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 introduce ISO 9001 : 2008 Standard and the role of Supervisor in Documentation and Implementation of Quality Management Systems.

NO. OF PROGRAMMES FOR THE YEAR :

04

FOR WHOM

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

COURSE CONTENTS

Introduction to ISO 9001 : 2008 Standards
Requirements of ISO 9001 : 2008 Standard/details of a few selected Elements
Procedure Manuals
Work Instructions
Installation of Quality Management Systems

DURATION & TIME	: 01 full day (0900 h to 1600 h)	
	English Medium	Sinhala Medium
	2015-05-22	2015-03-02
	2015-11-04	2015-08-03

MEDIUM : English / Sinhala

COURSE FEE : LKR 4 000 per participant +12% VAT (LKR 4 480)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

2.4 ISO 9001 QUALITY MANAGEMENT SYSTEM AUDITOR/LEAD AUDITOR COURSE

IRCA Registered Code Number : A 17027

Course Provider : TUV NORD, GERMANY

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 audited. This course is one of a series of courses offered by Nigel Bauer & Associates providing a comprehensive training for auditors, the service being based on the modular approach to auditor training adopted by U K International Register of Certificated Auditors (IRCA).

OBJECTIVES

To impart knowledge in developing and implementing Quality Management System audit programmes that meet the requirements of ISO 9001 : 2008 Standard.

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

NO. OF PROGRAMMES FOR THE YEAR :

02

FOR WHOM

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

For those seeking ISO 9001 : 2008 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 9001:2008 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)

2015-06-15 and 2015-06-19

2015-11-16 and 2015-11-20

MEDIUM : English

COURSE FEE : LKR 60 000 per participant + 12 % VAT (LKR 67 200)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

3.1 SEMINAR ON CALIBRATION FOR ISO 9001 : 2008 QUALITY MANAGEMENT SYSTEMS

All equipment used in the production, validation, development and testing of products must be maintained and calibrated. Maintenance includes periodic service of equipment to ensure that it is in good working order. Calibration includes tracing the accuracy of the device back to a primary standard. The calibration of all the test and measurement equipment in a facility can be very expensive. It can also limit the ability to produce products while equipment is out for calibration. For these reasons, calibration and maintenance is a time consuming and critical part of any ISO 9001 certified quality system. This seminar is a concise introduction to the ISO 9001:2008 requirements for maintaining and calibrating measurement and monitoring equipments.

OBJECTIVE

To impart comprehensive knowledge on selection, maintenance, handling and calibration of measuring and testing equipments for ISO 9001:2008 Quality Management System.

NO. OF PROGRAMMES FOR THE YEAR :

02

FOR WHOM

Managers, Executives and Supervisors

COURSE CONTENTS

Basic Concepts in Calibration
Traceability of measurement
ISO 9001:2008 requirements with regard to calibration

DURATION & TIME : 01 full day (0900 h to 1600 h)
2015-05-21 (English Medium)
2015-09-04 (Sinhala Medium)

MEDIUM : English / Sinhala

COURSE FEE : LKR 4 000 per participant +12% VAT (LKR 4 480)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

3.2 TRAINING PROGRAMME ON LABORATORY QUALITY MANAGEMENT

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

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

OBJECTIVE

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

NO. OF PROGRAMMES FOR THE YEAR :

01

FOR WHOM

Laboratory Managers
Lab Technicians
Medical Laboratory Technicals

COURSE CONTENTS

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

DURATION & TIME : 03 full days (0900 h to 1600 h)
2015-06-10 to 2015-06-12

MEDIUM : English

COURSE FEE : LKR 10 000 per participant +12% VAT (LKR 11 200)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

4.1 WORKSHOP ON BASIC CONCEPTS OF QUALITY AND PRODUCTIVITY

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

OBJECTIVE

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

NO. OF PROGRAMMES FOR THE YEAR :

01

FOR WHOM

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

COURSE CONTENTS

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

DURATION & TIME : 02 full days (0900 h to 1600 h)
2015-07-27 and 2015-07-28

MEDIUM : English/Sinhala

COURSE FEE : LKR 8 000 per participant + 12 % VAT (LKR 8 960)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

4.2 TRAINING PROGRAMME ON THE PROCEDURES TO BE FOLLOWED TO OBTAIN SLS MARK FOR A PRODUCT

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

OBJECTIVE

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

NO. OF PROGRAMMES FOR THE YEAR :

02

FOR WHOM

Managers, Executives and Supervisors

COURSE CONTENTS

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

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

2015-06-04

2015-10-07

MEDIUM : Bilingual (English and Sinhala)

COURSE FEE : LKR 4 000 per participant + 12 % VAT (LKR 4 480)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

4.3 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 the importance of the 5 S in productivity and quality improvement in manufacturing and service sector organizations.

NO. OF PROGRAMMES FOR THE YEAR :

08

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 :

Half day (Sinhala)*	01 full day (English)**	01 full day (Sinhala)**
2015-01-26	2015-05-29	2015-08-27
2015-04-08	2015-11-05	
2015-07-09		
2015-10-08		
2015-12-03		

0900 h to 1245 h 0900 h to 1600 h

MEDIUM : Sinhala/English

COURSE FEE :

* LKR 2 000 per participant + 12 % VAT (LKR 2 240)
** LKR 4 000 per participant + 12 % VAT (LKR 4 480)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

4.4 TRAINING PROGRAMME ON TEAM WORK AND ROLE OF QUALITY CIRCLES IN TOTAL EMPLOYEE PARTICIPATION

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

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

OBJECTIVE

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

NO. OF PROGRAMMES FOR THE YEAR :

02

FOR WHOM

Supervisors and Operatives

COURSE CONTENTS

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

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

2015-06-08 and 2015-06-09

2015-09-21 and 2015-09-22

MEDIUM : Sinhala

COURSE FEE : LKR 8 000 per participant + 12 % VAT (LKR 8 960)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

4.5 TRAINING PROGRAMME ON APPLICATION OF SEVEN QUALITY CONTROL TOOLS (Q7) AND SEVEN NEW MANAGEMENT TOOLS (N7) FOR CONTINUAL IMPROVEMENT (AS PER ISO 9001 AND NATIONAL QUALITY AWARD (NQA) MODELS)

This is a comprehensive and interactive training programme that teaches operators, engineers, and supervisors how to use statistical process control. It is ideal for training new employees how to use 07 tools in their jobs and is also a good refresher for experienced employees. Learners will be able to: Better understand variation in manufacturing processes including patterns and measures of variation. Monitor and control variation with variable and attribute control charts. Describe basic process capability concepts and the importance of capability when using control charts and sampling techniques and inspection for ISO 9001 quality management system .

OBJECTIVE

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

NO. OF PROGRAMMES FOR THE YEAR :

01

FOR WHOM

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

COURSE CONTENTS

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

DURATION & TIME : 03 full days (0900 h to 1600 h)
2015-07-20 to 2015-07-22

MEDIUM : English

COURSE FEE : LKR 10 000 per participant + 12 % VAT (LKR 11 200)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

Productivity Improvement

4.6 WORKSHOP ON NEW SEVEN MANAGEMENT TOOLS (N7) FOR CONTINUAL IMPROVEMENT

In 1967, the Union of Japanese Scientists and Engineers (JUSE) saw the need for tools to promote innovation, communicate information and successfully plan major projects. A team researched and developed the seven new quality control tools, often called the seven management and planning (MP) tools, or simply the seven management tools.

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

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

OBJECTIVE

To impart knowledge on the implementation of New Seven Management Tools for Continual Improvement in Industries.

NO. OF PROGRAMMES FOR THE YEAR :

01

FOR WHOM

Engineers, Managers and Executives who wish to learn and apply seven New Management Tools in their systems for quality improvement

COURSE CONTENTS

Introduction to Total Quality Management

New Seven Management Tools

- Affinity Diagram
- Relation Diagram
- Tree Diagram
- Matrix Diagram
- Arrow Diagram
- Process Decision Program Chart (PDPC)
- Matrix Data Analysis
-

DURATION & TIME : 01 full day (0900 h to 1600 h)
2015-05-13

MEDIUM : English

COURSE FEE : LKR 4 000 per participant + 12 % VAT (LKR 4 480)

[Back to Programme Category & Names](#)

[Go to Programme Calendar](#)

5.1 WORKSHOP ON DEVELOPMENT AND DOCUMENTATION OF ENVIRONMENTAL MANAGEMENT SYSTEMS AS PER ISO 14001:2004

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 a proactive management tool allows an organization of any size or type to control the impact of its activities, products or services on the environment.

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

OBJECTIVE

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

NO. OF PROGRAMMES FOR THE YEAR :

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
 Manual writing
 Procedures and Work Instructions
 EMS Auditing
 Case study

DURATION & TIME : 02 full days (0900 h to 1600 h)
 2015-03-26 and 2015-03-27
 2015-10-19 and 2015-10-20

MEDIUM : English

COURSE FEE : LKR 10 000 per participant + 12 % VAT (LKR 11 200)

[Back to Programme Category & Names](#)

[Go to Programme Calendar](#)

5.2 TRAINING PROGRAMME ON THE EVALUATION OF ENVIRONMENTAL ASPECTS & IMPACTS & LEGAL REQUIREMENTS IN ENVIRONMENTAL MANAGEMENT SYSTEMS

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

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

OBJECTIVE

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

NO. OF PROGRAMMES FOR THE YEAR :

02

FOR WHOM

Managers and Executives

COURSE CONTENTS

Identification of Environmental Aspects
 Evaluation of Environmental Aspects
 Identification of Significant Environmental Impacts
 National Environmental Act
 Other relevant Legal Requirements

DURATION & TIME : 01 full day (0900 h to 1600 h)
 2015-05-06
 2015-07-17

MEDIUM : English

COURSE FEE : LKR 4 000 per participant + 12 % VAT (LKR 4 480)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

5.3 TRAINING PROGRAMME ON MANAGEMENT OF INDUSTRIAL SOLID WASTE, WASTE WATER AND AIR EMISSIONS

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

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

OBJECTIVES

To give awareness on the minimization of Solid Waste, Waste Water, Air Emissions with a view to reducing environmental impacts and the rate of depletion of resources and also extract more value from waste resulting in a green environment.

NO. OF PROGRAMMES FOR THE YEAR :

02

FOR WHOM

For Managers and Executives

COURSE CONTENTS

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

DURATION & TIME : 02 full days (0900 h to 1600 h)
2015-02-05 and 2015-02-06
2015-09-01 and 2015-09-02

MEDIUM : English

COURSE FEE : LKR 8 000 per participant + 12 % VAT (LKR 8 960)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

5.4 TRAINING PROGRAMME ON ISO 14001:2004 STANDARD FOR SUPERVISORY GRADES

Establishing Environmental management systems in your organization will assure your survival in the competitive market in this century.

This interactive one-day programme for supervisory grades highlights the philosophy behind the standard and its acceptable exclusions, implementation documentation and auditing.

OBJECTIVES

To introduce ISO 14001:2004 Standard and the role of Supervisor in Documentation and Implementation of Environmental Management

NO. OF PROGRAMMES FOR THE YEAR :

02

FOR WHOM

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

COURSE CONTENTS

Introduction to ISO 14001:2004 Standards
 Requirements of ISO 14001:2004 Standard/ details of a few selected elements
 Procedure Manuals
 Work Instructions
 Installation of Environmental Management Systems

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

English Medium
 2015-06-30

Sinhala Medium
 2015-12-11

MEDIUM : English / Sinhala

COURSE FEE : LKR 4 000 per participant + 12 % VAT (LKR 4 480)

[Back to Programme Category & Names](#)

[Go to Programme Calendar](#)

6.1 DIPLOMA IN FOOD QUALITY MANAGEMENT (7th PROGRAMME)

1 Year Part Time

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

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

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

OBJECTIVES

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

NO. OF PROGRAMMES FOR THE YEAR :

01

FOR WHOM

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

COURSE CONTENTS

<i>Fundamentals of Industrial Quality Management</i>	<i>ISO 17025 Laboratory Quality Management System & Laboratory Accreditation Assessment</i>
<i>Food Microbiology</i>	<i>Systems Approach for Quality & Environment (ISO 9001/ISO 14001)</i>
<i>Chemical Contaminants</i>	<i>Auditing as per ISO 19011</i>
<i>Sensory Evaluation of Food</i>	<i>Food Safety Management Systems in Food Industry (GMP/HACCP/ISO 22000)</i>
<i>Food Preservation</i>	<i>Organic Certification</i>
<i>Food Packaging</i>	<i>Food Standards, Food Act and its Regulations</i>
<i>Design and Construction of Food Premises and Equipment</i>	<i>Economics of Adoption of FSMS in Food Processing Sector</i>
<i>Chemical Changes and Food Spoilage</i>	<i>Organizational Management & Marketing in Food Industry</i>
<i>Chemical Analysis of Food</i>	<i>Quality Assurance technique</i>
<i>Measurement Assurance in Food Quality</i>	
<i>Post Harvest Technology</i>	
<i>Safety and Quality in Manufacturing Bakery Products, Dairy Products, Beverages, Bottled Water, Meat & Fish Products</i>	

Project - Four (04) Months (at least 20 Man days)

DURATION & TIME : 40 full days (Sundays)
2015-03-01, 0900 h to 1600 h

MEDIUM : English

COURSE FEE : LKR 75 000 per participant + 12 % VAT (LKR 84 000)
(The Diploma will be awarded on successful completion of the Evaluation tests and the Project)

[Back to Programme Category & Names](#)

[Go to Programme Calendar](#)

6.2 TRAINING PROGRAMME ON FOOD HYGIENE

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

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

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

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

OBJECTIVES

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

NO. OF PROGRAMMES FOR THE YEAR :

02

FOR WHOM

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

COURSE CONTENTS

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

DURATION & TIME : 02 full days (0900 h to 1600 h)
2015-05-27 and 2015-05-28 (English Medium)
2015-09-24 and 2015-09-25 (Sinhala Medium)

MEDIUM : English/Sinhala

COURSE FEE : LKR 8 000 per participant + 12 % VAT (LKR 8 960)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

6.3 TRAINING PROGRAMME ON 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 deigned to impart the knowledge on establishing premises for bottled drinking water.

OBJECTIVES

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

NO. OF PROGRAMMES FOR THE YEAR :

03

FOR WHOM

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

COURSE CONTENTS

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

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

2015-03-23
2015-07-29
2015-10-28

MEDIUM : Sinhala / English

COURSE FEE : LKR 4 000 per participant + 12 % VAT (LKR 4 480)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

6.4 WORKSHOP ON HACCP / ISO 22000:2005 FOOD SAFETY MANAGEMENT SYSTEMS

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

OBJECTIVE

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

NO. OF PROGRAMMES FOR THE YEAR :

05

FOR WHOM

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

COURSE CONTENTS

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

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

2015-02-23 and 2015-02-24
 2015-05-07 and 2015-05-08
 2015-07-23 and 2015-07-24
 2015-09-03 and 2015-09-04
 2015-12-08 and 2015-12-09

MEDIUM : English

COURSE FEE : LKR 10 000 per participant + 12 % VAT (LKR 11 200)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

6.5 WORKSHOP ON INTERNAL AUDITING AS PER HACCP/ISO 22000:2005 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 management systems. To effectively manage the HACCP systems, they need to be reviewed and audited (verified) on a planned frequency by trained Auditors. Many Internal Audits are conducted in a haphazard manner providing very little useful information. Effective internal Auditing is the key to maintaining compliance with these standards.

OBJECTIVE

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

NO. OF PROGRAMMES FOR THE YEAR :

02

FOR WHOM

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

COURSE CONTENTS

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

DURATION & TIME : 02 full days (0900 h to 1600 h)
2015-04-06 and 2015-04-07
2015-10-22 and 2015-10-23

MEDIUM : English

COURSE FEE : LKR 10 000 per participant + 12 % VAT (LKR 11 200)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

6.6 TRAINING PROGRAMME ON ISO 22000:2005 FOOD SAFETY MANAGEMENT SYSTEM STANDARD FOR SUPERVISORY GRADES

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 Introduce ISO 22000:2005 Standard and the role of Supervisor in Documentation and Implementation of Food Safety Management Systems.

NO. OF PROGRAMMES FOR THE YEAR :

02

FOR WHOM

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

COURSE CONTENTS

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

DURATION & TIME	: 01 full day (0900 h to 1600 h)	
	English Medium	Sinhala Medium
	2015-03-30	2015-11-06
MEDIUM	: English / Sinhala	
COURSE FEE	: LKR 4 000 per participant + 12 % VAT (LKR 4 480)	

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

6.7 ISO 22000 FOOD SAFETY MANAGEMENT SYSTEMS AUDITOR/LEAD AUDITOR COURSE

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

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

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

OBJECTIVES

To impart knowledge in developing and implementing Food Safety Assurance System programme that meet the requirements of ISO 22000 Standard.

To provide training requirements for individuals seeking registration as Auditors/Lead Auditors with International Accreditation Bodies.

NO. OF PROGRAMMES FOR THE YEAR :

01

FOR WHOM

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

COURSE CONTENTS

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

DURATION & TIME : 05 full days (0830 h to 1830 h)
2015-06-22 to 2015-06-26

MEDIUM : English

COURSE FEE : LKR 60 000 per participant + 12 % VAT (LKR 67 200)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

6.8 WORKSHOP ON GOOD MANUFACTURING PRACTICES (GMP) FOR FOOD INDUSTRY

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

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

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

OBJECTIVE

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

NO. OF PROGRAMMES FOR THE YEAR :

05

FOR WHOM

English Programme

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

Sinhala Programme / Tamil Programme

Supervisors & Operatives in Food Processing and Food Handling Industries: Hotels, Restaurants, Plantations, Meat and Poultry, Fishery and Dairy

COURSE CONTENTS

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

DURATION & TIME

01 full day (English)	01 full day (Sinhala)
2015-07-08	2015-03-31
	2015-06-29
	2015-08-06
	2015-12-04
0900 h to 1600 h	

MEDIUM

: English/ Sinhala

COURSE FEE

: LKR 4 000 per participant + 12 % VAT (LKR 4 480)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

6.9 WORKSHOP ON FOOD LABELLING REGULATIONS

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

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

OBJECTIVES

To impart knowledge on Food Labelling Regulations.

NO. OF PROGRAMMES FOR THE YEAR :

02

FOR WHOM

Supermarket Managers, Manufacturers including SLS permit holders, Importers

COURSE CONTENTS

Labeling Regulations
Common Violations

DURATION & TIME : Half day (0900 h to 1215 h)
2015-05-18
2015-10-30

MEDIUM : Sinhala

COURSE FEE : LKR 2 000 per participant + 12 % VAT (LKR 2 240)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

7.1 TRAINING PROGRAMME ON MANAGING SAFETY AND HEALTH AT WORK FLOOR LEVEL

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

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

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

OBJECTIVE

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

NO. OF PROGRAMMES FOR THE YEAR :

01

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)
 2015-07-30

MEDIUM : Sinhala

COURSE FEE : LKR 4 000 per participant + 12 % VAT (LKR 4 480)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

7.2 TRAINING PROGRAMME ON OCCUPATIONAL HEALTH AND SAFETY (OHS) MANAGEMENT SYSTEMS

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

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

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

NO. OF PROGRAMMES FOR THE YEAR :

04

FOR WHOM

Managers and Executives

COURSE CONTENTS

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

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

English Medium	Sinhala Medium
2015-05-25	2015-03-18
2015-12-10	2015-08-19

MEDIUM : English/Sinhala

COURSE FEE : LKR 4 000 per participant + 12 % VAT (LKR 4 480)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

7.3 OHSAS 18001 OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT SYSTEMS AUDITOR/ LEAD AUDITOR COURSE

IRCA Registered Code Number : A 17379

Course Provider : Nigel Bauer Associates, UK.

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

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

OBJECTIVE

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

NO. OF PROGRAMMES FOR THE YEAR :

01

FOR WHOM

Senior and Middle Managers who have identified the importance of Occupational Health and Safety Management Systems.

Health and Safety Engineers/Officers

Those who need to be OHSAS Auditors/Lead Auditors

COURSE CONTENTS

Understand an OHS Management System, including the principles, processes and techniques used for the assessment of risk and the significance of these in OHSMS

Scope of OHS Management Systems and understanding of requirements for Design, Implementation and Assessment (including other criteria as OHS legislation) against which OHS audit could be performed

Acquire knowledge and skills to plan, conduct, report and follow-up Management System audit in accordance with ISO 19011

DURATION & TIME : 05 full days (0830 h to 1830 h)
2015-03-09 to 2015-03-13

MEDIUM : English

COURSE FEE : LKR 60 000 per participant + 12 % VAT (LKR 67 200)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

8.1 TRAINING PROGRAMME ON ENERGY MANGEMNT SYSTEMS AS PER ISO 50001:2001

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 :

02

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 (0830 h to 1830 h)
2015-02-25 to 2015-02-27
2015-08-11 to 2015-08-13

MEDIUM : English

COURSE FEE : LKR 12 000 per participant + 12 % VAT (LKR 13 440)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

9.1 SEMINAR ON BENCHMARKING & MEASURING BUSINESS PERFORMANCE

OBJECTIVES

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

NO. OF PROGRAMMES FOR THE YEAR

On Demand

FOR WHOM

Managers and Executives

COURSE CONTENTS

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

DURATION & TIME : half day
0900 h to 1215 h

MEDIUM : English

COURSE FEE : LKR 2 000 per participant + 12 % VAT (LKR 2 240)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

9.2 TRAINING PROGRAMME ON CONTINUAL BUSINESS IMPROVEMENT (CBI)

OBJECTIVE

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

NO. OF PROGRAMMES FOR THE YEAR

On Demand

FOR WHOM

Senior/Middle Level Managers

COURSE CONTENTS:

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

DURATION & TIME : 02 full days

0900 h to 1600 h

MEDIUM : English

COURSE FEE : LKR 8 000 per participant + 12 % VAT (LKR 8 960)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

Programmes on Demand

9.3 TRAINING PROGRAMME ON "KAIZEN" - CONTINUAL IMPROVEMENT (THE SECRET BEHIND THE JAPANESE ECONOMIC MIRACLE)

OBJECTIVE

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

NO. OF PROGRAMMES FOR THE YEAR

On Demand

FOR WHOM

Executives, Senior and Middle Managers of all functional areas

COURSE CONTENTS

Kaizen vs Innovation

Kaizen Approach to Problem Solving and Continual Improvement

Changing the Corporate Culture through *Kaizen*

DURATION & TIME : 01 full day

0900 h to 1600 h

MEDIUM : English

COURSE FEE : LKR 4 000 per participant + 12 % VAT (LKR 4 480)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

9.4 TRAINING PROGRAMME ON MEETING CUSTOMER NEEDS FOR QUALITY AND PRODUCTIVITY IMPROVEMENT

OBJECTIVES

To provide awareness on activities relating to the customer in an organization for improved customer satisfaction.

To provide knowledge necessary to measure customer satisfaction and use them for Quality Improvement.

NO. OF PROGRAMMES FOR THE YEAR

On Demand

FOR WHOM

Managers and Executives

COURSE CONTENTS

Customer Focus

Customer and Market Knowledge

Customer Satisfaction

Measurement of Customer Satisfaction

Conducting Customer Surveys

Alternatives to Surveys

Customer interviews, focus groups, mystery shopping etc.

Calculating Customer Satisfaction Index

Handling of Customer Complaints

DURATION & TIME : 02 full day

0900 h to 1600 h

MEDIUM : English

COURSE FEE : LKR 8 000 per participant + 12 % VAT (LKR 8 960)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

9.5 TRAINING PROGRAMME ON SIX SIGMA

OBJECTIVE

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

NO. OF PROGRAMMES FOR THE YEAR

On Demand

FOR WHOM

Quality Assurance Managers, Senior Managers

COURSE CONTENTS

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

DURATION & TIME : 01 full day

0900 h to 1600 h

MEDIUM : English

COURSE FEE : LKR 4 000 per participant + 12 % VAT (LKR 4 480)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

9.6 TRAINING PROGRAMME ON INTEGRATION OF MANAGEMENT SYSTEM STANDARDS

OBJECTIVES

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

NO. OF PROGRAMMES FOR THE YEAR

On Demand

FOR WHOM

Senior and Middle Managers who have a knowledge of Management Systems

COURSE CONTENTS

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

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

MEDIUM : English

COURSE FEE : LKR 4 000 per participant + 12 % VAT (LKR 4 480)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

9.7 WORKSHOP ON INTERNAL AUDITING AS PER ISO 14001 ENVIRONMENTAL MANAGEMENT SYSTEMS

OBJECTIVES

To understand the PRINCIPLES OF THE Environmental Management Systems Auditing and to plan and conduct EMS Audits

NO. OF PROGRAMMES FOR THE YEAR

On Demand

FOR WHOM

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

COURSE CONTENTS

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

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

MEDIUM : English

COURSE FEE : LKR 10 000 per participant + 12 % VAT (LKR 11 200)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

9.8 TRAINING PROGRAMME ON GREEN PRODUCTIVITY (GP)

OBJECTIVES

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

NO. OF PROGRAMMES FOR THE YEAR

On Demand

FOR WHOM

Senior Managers, Managers and Executives

COURSE CONTENTS:

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

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

MEDIUM : English

COURSE FEE : LKR 4 000 per participant + 12 % VAT (LKR 4 480)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

9.9 TRAINING PROGRAMME ON TOTAL PRODUCTIVE MAINTENANCE (TPM)

OBJECTIVE

To provide an indepth knowledge on application of Total Productive Maintenance to achieve total customer satisfaction.

NO. OF PROGRAMMES FOR THE YEAR

On Demand

FOR WHOM

Senior Managers, Executives, Maintenance Engineers

COURSE CONTENTS

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

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

MEDIUM : English

COURSE FEE : LKR 8 000 per participant + 12 % VAT (8 960)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

9.10 WORKSHOP ON EFFECTIVE COMMUNICATION

OBJECTIVE

To provide an indepth knowledge on application of Effective Communication to achieve total customer satisfaction.

NO. OF PROGRAMMES FOR THE YEAR

On Demand

FOR WHOM

Senior Managers, Executives, Supervisors of all functional areas

COURSE CONTENTS

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

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

MEDIUM : English

COURSE FEE : LKR 4 000 per participant + 12 % VAT (LKR 4 48)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

9.11 TRAINING PROGRAMME ON GLOBALGAP

OBJECTIVE

To impart knowledge on essential elements of GLOBALGAP system for the development of best practices for production of crops, livestock and aquaculture, acceptable to leading retail groups worldwide.

To highlight procedures to be followed to obtain GLOBALGAP certificate.

NO. OF PROGRAMMES FOR THE YEAR :

On Demand

FOR WHOM

Superintendents, Managers, Executives and Growers of Tea Plantations
Managers and Executives in Livestock Industry, Aqua culturists

COURSE CONTENTS

Introduction to GLOBALGAP

Cultivation/farming according to GAP Procedures

Control Points and Compliance Criteria for Integrated Farm Assurance - Crop Base (Tea),

Livestock Base, Aquaculture Base

Related Regulatory and Statutory Requirements

Certification Procedure

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

MEDIUM : English

COURSE FEE : LKR 4 000 per participant + 12 % VAT (LKR 4 480)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

9.12 WORKSHOP ON GOOD MANUFACTURING PRACTICES (GMP) FOR FOOD INDUSTRY

OBJECTIVE

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

NO. OF PROGRAMMES FOR THE YEAR

On Demand

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
Introduction 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 : * Half Day (Tamil Medium)
0900 h to 1600 h
** 02 Full Days (English Medium)
0900 h to 1600 h

MEDIUM : Tamil and English

COURSE FEE : *LKR 2 000 per participant + 12 % VAT (LKR 2 240)
**LKR 8 000 per participant + 12 % VAT (LKR 8 960)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

9.13 TRAINING PROGRAMME ON FOOD HYGIENE & GMP FOR RESTAURANTS AND CATERING ESTABLISHMENTS

OBJECTIVES

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

NO. OF PROGRAMMES FOR THE YEAR :

On Demand

FOR WHOM

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

COURSE CONTENTS

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

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

MEDIUM : English/Sinhala

COURSE FEE : LKR 8 000 per participant + 12 % VAT (LKR 8 960)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

9.14 TRAINING PROGRAMME ON TOTAL QUALITY MANAGEMENT AND ISO 9001:2008 QUALITY MANAGEMENT SYSTEMS FOR LIBRARIES

OBJECTIVE

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

To introduce ISO 9001:2008 standard, Installation and implementation of Quality Management Systems as per ISO 9001:2008 standard in Libraries

NO. OF PROGRAMMES FOR THE YEAR

On Demand

FOR WHOM

Librarians and information specialists

COURSE CONTENTS

Concepts of Quality and Total Quality Management
Quality Management Techniques
Team work/ Leadership
Effective communication
5S application in Libraries
Application of ISO 9001:2008 Quality Management Systems for Libraries

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

MEDIUM : English

COURSE FEE : LKR 8 000 per participant + 12 % VAT (LKR 8 960)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

9.15 TRAINING PROGRAMME ON 5S APPLICATIONS IN PRODUCTIVITY AND QUALITY IMPROVEMENT

OBJECTIVE

To create awareness on the importance of the 5s in productivity and Quality improvement in manufacturing and service sector organizations.

NO. OF PROGRAMMES FOR THE YEAR

On Demand

FOR WHOM

Management and Supervisors

COURSE CONTENTS

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

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

MEDIUM : English

COURSE FEE : LKR 8 000 per participant + 12 % VAT (LKR 8 960)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

9.16 ISO 14001 ENVIRONMENTAL MANAGEMENT SYSTEMS AUDITOR/LEAD AUDITOR COURSE

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

OBJECTIVES

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

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

NO. OF PROGRAMMES FOR THE YEAR :

On Demand

FOR WHOM

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

COURSE CONTENTS

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

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

MEDIUM : English

COURSE FEE : LKR 60 000 per participant +12% VAT (LKR 67 200)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

9.17 ISO 50001 ENERGY MANAGEMENT SYSTEMS AUDITOR / LEAD AUDITOR COURSE

OBJECTIVE

Describe the purpose of an EnMS and explain the principles, processes and techniques used for the assessment and Management of risk, including the significance of these for EnMS auditors Explain the purpose, content and interrelationship of ISO 50001, the ISO 1400 series guidance standards, and the legislative framework to an EnMS

Undertake the role of an auditor to plan, conduct, report and follow up an audit in accordance with ISO 19011 and interpreting the requirements of ISO 50001

NO. OF PROGRAMMES FOR THE YEAR

On Demand

FOR WHOM

Line/ Support function personnel who are involved in EMS implementon staff who charged with the responsibility to develop and maintain EnMS

All EnMS auditors who wish to acquire an internationally recognized auditor status

COURSE CONTENTS

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

DURATION & TIME : 05 Full Days
 0900 h to 1800 h

MEDIUM : English

COURSE FEE : LKR 100 000 per participant + 12 % VAT (LKR 112 000)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

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

On Demand

FOR WHOM

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

COURSE CONTENTS :

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

DURATION & TIME : Available at any time on clients request

MEDIUM : English/Sinhala

COURSE FEE :

LKR 10 000 per participant + 12 % VAT (LKR 11 200)
LKR 15 000 per participant + 12 % VAT (LKR 16 800) - for foreign participants

MODE OF ASSESSMENT: Assignments and Examination

(Certificates will be issued on successful completion of Assignments and Examination)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

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 + 12 % VAT (LKR 5 600)

MODE OF ASSESSMENT : Assignments

(Certificates will be issued on successful completion of Assignments)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

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 + 12 % VAT (LKR 5 600)

MODE OF ASSESSMENT : Assignments

(Certificates will be issued on successful completion of Assignments)

[Back to Programme
Category & Names](#)

[Go to
Programme
Calendar](#)

SRI LANKA STANDARDS INSTITUTION

**Application Form for the
General Training Programmes**

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

02. TITLE OF THE PROGRAMME: í .

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

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

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05. EMPLOYMENT

NAME OF THE ORGANIZATION

DESIGNATION

Date: í í í í í í í í í í í í .

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 Signature of Applicant

06. Payment of Participation expenses

Name, address and signature of person making payment

Name: í í í í í í í í í í í í í .

Address: í í í í í í í í í í í í í . Telephone No: í í í í í í í í í í í í

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Signature: í í í í í í í í í í í í ..

FOR OFFICE USE

Fees paid by: Cash/Cheque

Amount:

Cheque No:

Bank:

Date of payment:

Receipt No:

Back to
Programme
Category &
Names

Go to
Programme
Calendar

Method of Enrolment

- Sending an e-mail to training@slsi.lk
- Calling through 2685546 (Director Training) or
2671567 - 72, 2674618, 2687523, 2697039, 5354319 (General)
- Sending a Fax - 2685546



Sri Lanka Standards Institution

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

Telephone : 0112685546 (Director Training)
: 0112671567 - 72, 0112674618
0112687523, 0112697039
0115354319 (General)

Fax : 012685546, 0112671579, 0112672617

E-mail : training@slsi.lk

Website : <http://www.slsi.lk>