

BOBS COURSES



OVERVIEW

The Botswana Bureau of Standards was established by the Standards Act, 1995. The major function of the Bureau is to promote standardization and quality assurance in industry and commerce with the aim of improving product quality, industrial efficiency and productivity, and the promotion of trade, so as to achieve optimum benefits for the public.

WHY STANDARDIZATION AND QUALITY ASSURANCE?

In order for organizations to be competitive and prosper in their respective sectors, it is vital for such organizations to adopt best practice. Quality Management Systems (QMS), Environmental Management Systems (EMS), and other management systems have become vital in conducting business. Customers and other stakeholders now more and more demand implementation of best practice from organizations. Provision of quality goods and services, protection of the environment, safety of employees, etc, have of necessity become very important in conducting business and earning good will and support from stakeholders.

COURSES OFFERED BY BOBS

BOBS provides training in Quality, Environmental, and Laboratory Management Systems. The BOBS portfolio of management systems courses will continue to grow and address market needs.

For organizations desiring to train a considerable number of personnel, **BOBS can provide the training at the organizations' premises.**

MORE COURSE INFORMATION

BOBS offers high quality training, which is characterised by high learner participation both during lectures and group exercises. This approach ensures maximum assimilation of course materials by participants.

QUALITY MANAGEMENT

BOBS offers the following courses in Quality Management.

QM1: Awareness of the BOS ISO 9001:2008 Quality Management System.

Aims/Obejctives - The aim of this course is to give participants an appreciation of the requirements of the BOS ISO 9000:2008 standards.

Course Contents - Course contents include Definition of Quality, Origins of ISO 9000, Quality Management Principles, Process model, Requirements for Quality Management System Implementation, Group work and presentations.

Pre-requisites – Cambridge “O” Level certificate or equivalent

Length of course - 2 days

Target Group - Managers, Supervisors and persons involved in quality management implementation

Course Fee - As advertised (prices may also be viewed on BOBS’ website – www.bobstandards.bw)

QM2: Implementation of a Quality Management System according to BOS ISO 9001:2008

Aims/Obejctives – The objective of this course is to give the participants full understanding of the requirements of BOS ISO 9001:2008 standard

Course Contents - This course addresses all the clauses of BOS ISO 9001:2008 standard. Course contents include Definition of Quality, The structure of Quality Management systems, The role of top management, Introduction to the BOS ISO 9000:2008 standards, Clauses of BOS ISO 9001:2008, Documentation of Quality Management Systems, Auditing, Quality Improvement, and Implementation of a Quality Management System.

Pre-requisites - Cambridge “O” Level certificate or equivalent

Length of course: 5 days

Target Group: Managers, Supervisors and persons involved in quality management implementation

Course Fee: As advertised (prices may also be viewed on BOBS’ website – www.bobstandards.bw)

QM5: ISO 9001:2008 Quality Management System Documentation

Aims/Obejctives – The aim of this course is to equip the participants with knowledge and skills which would enable them to develop and document a Quality Management System that complies with the requirements of BOS ISO 9001:2008 standard.

Course Contents - Course contents include the process model of BOS ISO 9001:2008, the need for a documented quality management system, establishing a documented quality management system, the quality policy, the procedures manual, procedure writing, and document control.

Pre-requisites - Applicants should have successfully completed the BOBS’ *Implementation of a Quality Management System according to BOS ISO 9001:2008* course or equivalent.

Length of course: 3 days

Target Group: Managers, Supervisors and persons involved in quality management system implementation

Course Fee: As advertised (prices may also be viewed on BOBS’ website – www.bobstandards.bw)

QM7: ISO 9001:2008 Lead Auditor/Auditor

Aims/Obejctives – The objective of this course is to provide participants with knowledge and skills that would enable them to plan, execute, report and complete an audit.

Course Contents - Course contents include Quality Management System Standards, The system for quality management audits, Preparing for the audit, Performance of an audit, Reports, Records, Follow up, and Corrective Action.

Pre-requisites - Applicants should have successfully completed the BOBS' *Implementation of a Quality Management System according to BOS ISO 9001:2008* course or equivalent.

Length of course: 5 days

Target Group: Managers, Supervisors and persons involved in quality management system implementation

Course Fee: As advertised (prices may also be viewed on BOBS' website – www.bobstandards.bw)

LABORATORY MANAGEMENT

LM1: Understanding BOS ISO/IEC 17025:2005 Laboratory Management System

Aims/Obejctives – The aim of this course is to enable the participants to appreciate and understand the BOS ISO/IEC 17025:2005 standard, interpret the clauses of the standard, and align laboratory work with the requirements of the standard.

Course Contents - Course contents include Definition of the BOS ISO/IEC 17025:2005 standard, Management requirements, Technical requirements, and the Comparison of BOS ISO/IEC 17025:2005 standard with BOS ISO 9001:2000 standard.

Pre-requisites – Cambridge “O” Level certificate or equivalent

Length of course: 4 days

Target Group: Laboratory staff

Course Fee: As advertised (prices may also be viewed on BOBS' website – www.bobstandards.bw)

LM2: Documentation of Laboratory Management System Manual as per BOS ISO/IEC 17025:2005

Aims/Obejctives – The objective of this course is to provide knowledge and skills needed by the participants for documenting a Laboratory Management System based on the ISO/IEC 17025:2005 standard.

Course Contents - Course contents include documentation requirements, how to prepare various document types, the implementation steps and processes, and how to prepare a document control system.

Pre-requisites – Applicants should have successfully completed the BOBS' *Understanding BOS ISO/IEC 17025:2005* course or equivalent.

Length of course: 4 days

Target Group: Laboratory staff

Course Fee: As advertised (prices may also be viewed on BOBS' website – www.bobstandards.bw)

LM3: BOS ISO/IEC 17025:2005 Laboratory Management System Auditing

Aims/Obejctives – The aim of this course is to provide delegates with the knowledge and skills needed to assess and report on the conformance and effective implementation of the system processes, through an audit, and to contribute to the continual improvement of the laboratory management system.

Course Contents - Course contents include Quality Management Principles, Objectives of auditing a quality system, Types of audits, The Audit programme, The Auditor's role, Auditing methods, Conducting an audit, and Audit reports.

Pre-requisites – Applicants should have successfully completed the BOBS' *Understanding BOS ISO/IEC 17025:2005 Laboratory Management System* course or equivalent.

Length of course: 4 days

Target Group: Laboratory staff

Course Fee: As advertised (prices may also be viewed on BOBS' website – www.bobstandards.bw)

LM4M: Understanding BOS ISO 15189:2007 Medical Laboratory Management System

Aims/Objetives – The objectives of this course are to provide the participants with full understanding of the requirements of the BOS ISO 15189:2003 standard, the ability to interpret the clauses of the standard, and to appreciate the alignment of laboratory work with the requirements of the standard.

Course Contents – Course contents include Definition of the ISO 15189:2007 standard, Principles behind the standard clauses, Management Requirements, Technical Requirements, Generic Checklist for Accreditation of medical laboratories, Comparison of BOS ISO 15189:2007 with BOS/IEC 17025:2005 and BOS ISO 9001:2000

Pre-requisites – Cambridge “O” Level certificate or equivalent

Length of course: 4 days

Target Group: Medical Laboratory staff

Course Fee: As advertised (prices may also be viewed on BOBS’ website – www.bobstandards.bw)

LM5M: Documentation of Laboratory Management System Manual as per BOS ISO 15189:2007

Aims/Objetives – The objective of this course is to provide knowledge and skills needed by the participants for documenting a Laboratory Management System based on the ISO 15189:2007 standard.

Course Contents - Course contents include documentation requirements, how to prepare various document types, the implementation steps and processes, and how to prepare a document control system.

Pre-requisites – Applicants should have successfully completed the BOBS’ *Understanding BOS ISO 15189:2007* course or equivalent.

Length of course: 4 days

Target Group: Medical Laboratory staff

Course Fee: As advertised (prices may also be viewed on BOBS’ website – www.bobstandards.bw)

LM6M: BOS ISO 15189:2007 Medical Laboratory Management System Auditing

Aims/Objetives – The aim of the course is to provide delegates with the knowledge and skills needed to assess and report on the conformance and effective implementation of the system processes, through an audit, and to contribute to the continual improvement of the laboratory management system.

Course Contents – Course contents include Quality Management Principles, Audit programme and implementation, Duties and Responsibilities of an auditor, the Audit process, Audit execution, Reports

Pre-requisites – Applicants should have successfully completed the BOBS’ *Understanding BOS ISO 15189:2007* course or equivalent.

Length of course: 4 days

Target Group: Medical Laboratory staff

Course Fee: As advertised (prices may also be viewed on BOBS’ website – www.bobstandards.bw)

LM7: Awareness of BOS ISO 15189 and BOS ISO/IEC 17025

Aims/Objetives – The aim of this course is to give participants an appreciation of the requirements of the BOS ISO/IEC 17025:2005 and the BOS ISO 15189:2007 standards.

Course Contents – Course contents include Management Requirements, Technical Requirements, Calibration of Laboratory Equipment, Laboratory Internal Auditing, Documentation of Laboratory Management System, and Accreditation.

Pre-requisites – Cambridge “O” Level certificate or equivalent

Length of course: 2 days

Target Group: Laboratory staff

Course Fee: As advertised (prices may also be viewed on BOBS’ website – www.bobstandards.bw)

SDW1: Principles and Guidelines on Sampling of Drinking Water

Aims/Objetives – The aim of this course is to enable participants to understand and appreciate the principles, practices and guidelines for sampling of water intended for human consumption.

Course Contents – Course contents include Requirements of BOS 32, Aspects of Sampling, Pre-Sampling Activities, Sampling Activities, Post-Sampling Activities, and Demonstration and Practical-Sampling for Microbiology and Chemistry tests.

Pre-requisites – Cambridge “O” Level certificate or equivalent

Length of course: 2 days

Target Group: This course is targeted at personnel who are responsible for the design, monitoring and implementation of a drinking water monitoring programme.

Course Fee: As advertised (prices may also be viewed on BOBS' website – www.bobstandards.bw)

TX1: Size designations according to BOS 154:2005

Aims/Obejctives – At the end of the course participants should be able to appreciate the size designations according to BOS 154 standard, interpret the clauses of the standard, and align production work with guidelines of the standard.

Course Contents – Course contents include Definitions and Body dimension, Control dimensions, Size designations, Size code, and Labelling.

Pre-requisites – Junior Certificate and at least a year's exposure to clothing sizes.

Length of course: 2 days

Target Group: Employees tasked with purchasing of clothing and those in production of clothing.

Course Fee: As advertised (prices may also be viewed on BOBS' website – www.bobstandards.bw)

ENVIRONMENTAL MANAGEMENT

EM1: Understanding ISO 14001:2004 Environmental Management System

Aims/Obejctives – The objective of this course is to define and describe an environmental management system and how it facilitates sound environmental management and business management.

Course Contents – The course provides an overview of international and national environmental issues and concerns, environmental risks and opportunities, requirements of ISO 14001:2004 and benefits associated with its implementation, introduction to environmental auditing and certification/registration.

Pre-requisites – Cambridge "O" Level certificate or equivalent

Length of course: 5 days

Target group: Personnel who manage environmental functions, evaluate environmental systems, implement environmental systems or require general understanding of environmental management systems.

Course Fee: As advertised (prices may also be viewed on BOBS' website – www.bobstandards.bw)

EM2: Awareness of ISO 14001:2004 Environmental Management System

Aims/Obejctives – The aim of the course is to give participants an appreciation of the requirements of the ISO 14001:2004 standard.

Course Contents - Course contents include Man and the environment, Introduction to management systems, Environmental policy, Environmental planning, Documentation, and Auditing.

Pre-requisites – Cambridge "O" Level certificate or equivalent

Length of course: 2 days

Target group: Personnel who manage environmental functions, evaluate environmental systems, implement environmental systems or require general understanding of environmental management systems.

Course Fee: As advertised (prices may also be viewed on BOBS' website – www.bobstandards.bw)

EM3: BOS ISO 14001:2004 Environmental Management System Auditing

Aims/Obejctives – The objective of this course is to provide participants with knowledge and skills that would enable them to plan, execute, report and complete an audit.

Course Contents - Course contents include Concepts of Environmental Management System, Types of audits, Programming audits, Performance of an audit, Reports, Records, Follow up, and Corrective Action.

Pre-requisites - Applicants should have successfully completed the BOBS' Understanding ISO 14001:2004 Environmental Management System course or equivalent.

Length of course: 5 days

Target Group: Managers, Supervisors and persons involved in environmental management system implementation

Course Fee: As advertised (prices may also be viewed on BOBS' website – www.bobstandards.bw)