



Kenya Bureau of
Standards

Training Programme

Year 2010



National Quality
Institute

Entrenching a culture of quality in the Kenyan society

PREAMBLE

The Kenya Bureau of Standards (KEBS) through the **National Quality Institute (NQI)** will be organizing seminars/courses during the 2010 calendar year as indicated in this training programme.

The programme only indicates the town/cities in which the specific seminars shall be held. Actual venues (usually hotels), shall be communicated in specific seminar notices, sent to interested persons when the seminar is imminent.

Please not hesitate to contact us at any time for further information or to book participants for training. The contact details are at the end of this brochure.



Cyrus Wambari
CHIEF MANAGER- NATIONAL QUALITY INSTITUTE

Table of contents

1.0	Seminar on the implementation of ISO 9001	1
2.0	Quality Management System lead auditor course.....	2
3.0	Seminar on the implementation of ISO 14001.....	3
4.0	Seminar on implementation of ISO/IEC 27001.....	4
5.0	Seminar on the implementation of ISO 22000	5
6.0	Seminar on the implementation of OHSAS 18001	6
7.0	Quality Management System lead auditor course	7
8.0	Internal Quality Audit Seminar	8
9.0	Internal ISO/IEC 27001 Auditor course.....	9
10.0	EMS Lead Auditor	10
11.0	FSMS Lead Auditor Course.....	11
12.0	Seminar on the implementation of ISO/IEC 17025.....	12
13.0	Quality Management System lead auditor course.....	13
14.0	Inspection Seminar (ISO/IEC 17020).....	14
15.0	Quality Management System lead auditor course.....	15
16.0	Other programmes	16
17.0	Notes on seminar charges	16
18.0	Contact information	17

1.0 SEMINAR ON IMPLEMENTATION OF ISO 9001:2008 (QMS) 10th-12th March 2010

1.1 Objectives

Participants to understand the requirements of ISO 9001:2008 and be able to implement the standard in their organizations.

1.2 Target audience

Practicing professionals and Managers in organizations intending to implement or already implementing ISO 9001:2008

1.3 Seminar Structure

The seminar shall be conducted in the form of lectures, case studies, group exercises and forum discussions.

The seminar is Non-residential

1.4 Venue: Nairobi

1.5 Fees: KES 30, 000/= plus 16% VAT per participant

1.6 Course Content

- Basic Concepts of Quality
- Introduction to ISO 9000 family of quality management system (QMS) Standards
- Quality Management Principles
- Requirements of ISO 9001:2008
- Documentation of Quality Management Systems
- External audit and certification of a QMS

2.0 QUALITY MANAGEMENT SYSTEMS LEAD AUDITOR COURSE: 22nd to 26th March 2009

15.1 Objectives

To impart skills on the principles and practices of an effective quality assurance auditing in accordance with ISO 19011:2002.

2.2 Participants

Persons aspiring to be lead auditors and must be qualified Internal Quality Auditors or have knowledge on Quality Management systems

2.3 Seminar Structure

The seminar shall be conducted in the form of lectures, case studies, group exercises and forum discussions.

The Lead auditor course includes a written examination

The seminar is fully residential

2.4 Venue: Mombasa

2.5 Fees: KES. 95,000/= plus 16% VAT per participant

2.6 Course Content

- Quality and Quality Assurance
- Quality Assurance Management Standards
- The system for Quality Management Audits
- Concepts and principles of auditing
- Managing an audit programme
- Performance of an audit
- Reports, records and follow-up
- Competence and evaluation of auditors
- Written Examination

3.0 SEMINAR ON IMPLEMENTATION OF ISO 14001:2004 (EMS): 28th – 30th April 2010

3.1 Objectives

Participants to be conversant with ISO 14001 requirements, how to identify and manage environmental aspects and impacts and translate ISO 14001 requirements into practice in their organizations

3.2 Target Audience

Practicing Quality Controllers, Laboratory Heads, Chemists, Product Design/Development Managers, Plant/Process Engineers and Senior Factory Workers in organizations intending to implement or implementing ISO 14001

3.3 Seminar Structure

The seminar shall be conducted in the form of lectures, case studies, group exercises and forum discussions.

The seminar is Non-residential

3.4 Venue: Nairobi

3.5 Fees: KES. 30,000/= plus 16% VAT per participant

3.6 Course Content

- EMS concepts
- Requirements of ISO 14001
- Identification of environmental aspects and impacts
- Environmental Management Programme(s)
- Emergency preparedness and Control
- Environmental Law (especially EMCA)
- External audit and certification of an EMS

4.0 SEMINAR ON IMPLEMENTATION OF INFORMATION SECURITY MANAGEMENT SYSTEMS (ISO 27001)- 12th-14th May 2010

4.1 Objectives

Participants to be able to implement ISO 27001: 2005

4.2 Target Audience

Management staff in dealing with management of information

4.3 Seminar Structure

The seminar shall be conducted in the form of lectures, case studies, group exercises and forum discussions.

The seminar is Non-residential.

4.4 Venue: Nairobi

4.5 Fees: KES. 30,000/= plus 16% VAT per participant

4.6 Course Contents

- Purpose of Information Security Standards
- Risk assessment
- Risk treatment plan
- ISMS implementation plan

5.0 SEMINAR ON IMPLEMENTATION OF ISO 22000 AND HACCP 26th-28th May 2010

5.1 Objectives

Participants from organizations operating in the food chain to understand the benefits of the ISO 22000 standard and of modern techniques of food safety management. Participants should also be able to implement the same in their organizations

5.2 Target Audience

Management staff in any establishment along the food chain i.e. from the farm to the table including packaging. This therefore covers agricultural based organizations, food processing firms, supermarkets that repack food products, hotels as well as organizations that manufacture packaging for food products among others.

5.3 Seminar Structure

The seminar shall be conducted in the form of lectures, case studies, group exercises and forum discussions.

The seminar is Non-residential.

5.4 Venue: Nairobi

5.5 Fees: KES. 30,000/= plus 16% VAT per participant

5.6 Course Contents

- Introduction to food safety and cases of food poisoning outbreaks
- Requirements of ISO 22000:2005
- Pre-requisite programmes
- The HACCP Principles
- Hazard Analysis
- Putting together HACCP Plans

6.0 SEMINAR ON IMPLEMENTATION OF OHSAS 18001 16th-18th June 2010

6.1 Objectives

Participants to be conversant with OHSAS 18001 requirements, how to identify and manage occupational health hazards and implement the standard in their organizations

6.2 Participants

Practicing Quality Controllers, Laboratory Heads, Chemists, Product Design/Development Managers, Plant/Process Engineers and Senior Factory Workers in organizations interested in improving occupational health in their organizations or organizations intending to implement or implementing OHSAS 18001

6.3 Seminar Structure

The seminar shall be conducted in the form of lectures, case studies, group exercises and forum discussions.

The seminar is Non-residential

6.4 Venue: Nairobi

4.5 Fees: KES. 30,000/= plus 16% VAT per participant

4.6 Course Content

- Occupational health concepts
- Requirements of OHSAS 18001
- Identification of environmental Hazards
- Occupational Health and Safety Management Programme(s)
- Emergency preparedness and Control
- Occupational Health Legislation

7.0 QUALITY MANAGEMENT SYSTEMS LEAD AUDITOR COURSE: 28th June – 2nd July 2009

15.1 Objectives

To impart skills on the principles and practices of an effective quality assurance auditing in accordance with ISO 19011:2002.

7.2 Participants

Persons aspiring to be lead auditors and must be qualified Internal Quality Auditors or have knowledge on Quality Management systems

7.3 Seminar Structure

The seminar shall be conducted in the form of lectures, case studies, group exercises and forum discussions.

The Lead auditor course includes a written examination

The seminar is fully residential

7.4 Venue: Mombasa

7.5 Fees: KES. 95,000/= plus 16% VAT per participant

7.6 Course Content

- Quality and Quality Assurance
- Quality Assurance Management Standards
- The system for Quality Management Audits
- Concepts and principles of auditing
- Managing an audit programme
- Performance of an audit
- Reports, records and follow-up
- Competence and evaluation of auditors
- Written Examination

8.0 INTERNAL QUALITY AUDIT COURSE: 14th-16th July 2010

8.1 Objectives

The purpose of this course is to provide training in the principles and practices of internal quality system auditing in the context of a quality system based on meeting the requirements of ISO 9001:2008.

8.2 Target Audience

Practising professionals and managers in industry and Service Sector that are implementing ISO 9000 Quality Management Systems.

8.3 Seminar Structure

The seminar shall be conducted in the form of lectures, case studies, group exercises and forum discussions.

The course includes a 90-minute written examination

The seminar is Non-residential

8.4 Venue: Nairobi

8.5 Fees: KES. 30,000/= plus 16% VAT per participant

8.6 Course Content

- Auditor's perspective of ISO 9001:2008
- Introduction to auditing
- Audit Planning and Scheduling
- Audit process
- Audit Cycle, Management and Review
- Audit reporting and analysis
- Written examination

9.0 INTERNAL INFORMATION SECURITY MANAGEMENT SYSTEMS (ISO 27001) AUDITOR COURSE: 28th -30th July 2010

9.1 Objectives

The purpose of this course is to provide training in the principles and practices of internal information security management system auditing based on meeting the requirements of ISO 27001:2005.

9.2 Target Audience

Practising professionals and managers in industry and Service Sector that are implementing ISO/IEC 27000 Information Security Management Systems.

9.3 Seminar Structure

The seminar shall be conducted in the form of lectures, case studies, group exercises and forum discussions.

The course includes a 90-minute written examination.

The seminar is Non-residential.

9.4 Venue: Nairobi.

9.5 Fees: KES. 30,000/= plus 16% VAT per participant

9.6 Course Content

- ISO/IEC 27001
- Introduction to auditing
- Audit Planning and Scheduling
- Audit process
- Audit reporting and analysis
- Written examination

10.0 EMS LEAD AUDITOR COURSE – 16th-20th August 2010

10.1 Objectives

To impart skills on the principles and practices of an Environmental Management System auditing in accordance with ISO 19011:2002

10.2 Participants

Persons aspiring to be lead auditors and must be qualified Internal Quality Auditors or have knowledge on Quality Management systems

10.3 Seminar Structure

The seminar shall be conducted in the form of lectures, case studies, group exercises and forum discussions.

The Lead auditor course includes a written examination

The seminar is fully residential

10.4 Venue: Mombasa

10.5 Fees: KES. 95,000/= plus 16% VAT per participant

10.6 Course Content

- Environmental management and ISO 14000 series of standards
- Requirements of ISO 14001:2004
- Concepts and principles of auditing
- Managing an audit programme
- Performance of an audit
- Reports, records and follow-up
- Competence and evaluation of auditors
- Written Examination

11.0 FSMS LEAD AUDITOR COURSE – 30th August – 3rd September 2010

11.1 Objectives

To impart skills on the principles and practices of a food safety management system auditing in accordance with ISO 19011:2002

11.2 Participants

Persons aspiring to be lead auditors and must be qualified internal food safety management system auditors or have knowledge on Food Safety Management systems

11.3 Seminar Structure

The seminar shall be conducted in the form of lectures, case studies, group exercises and forum discussions.

The Lead auditor course includes a written examination

The seminar is fully residential

11.4 Venue: Mombasa

11.5 Fees: KES. 95,000/= plus 16% VAT per participant

11.6 Course Content

- Food safety management systems and ISO 22000 series of standards
- Requirements of ISO 22000:2005
- Concepts and principles of auditing
- Managing an audit programme
- Performance of an audit
- Reports, records and follow-up
- Competence and evaluation of auditors
- Written Examination

12.0 SEMINAR ON IMPLEMENTATION OF ISO/IEC 17025 (LABORATORY MANAGEMENT SYSTEM) 15th – 17th September

12.1 Objectives

Participants to understand the requirements of ISO/IEC 17025:2005 and be able to implement the standard in their organizations.

12.2 Target audience

Laboratory and management staff in organizations that intend to or are implementing ISO/IEC 17025:2005

12.3 Seminar Structure

The seminar shall be conducted in the form of lectures, case studies, group exercises and forum discussions.

The seminar is Non-residential

12.4 Venue: Nairobi

12.5 Fees: KES 30, 000/= plus 16% VAT per participant

12.6 Course Content

- Introduction to laboratory management systems
- Requirements of ISO/IEC 17025:2005
- Documentation requirements for laboratory management
- Introduction to internal audit

13.0 QUALITY MANAGEMENT SYSTEMS LEAD AUDITOR COURSE: 27th September – 1st October 2010

15.1 Objectives

To impart skills on the principles and practices of an effective quality assurance auditing in accordance with ISO 19011:2002.

13.2 Participants

Persons aspiring to be lead auditors and must be qualified Internal Quality Auditors or have knowledge on Quality Management systems

13.3 Seminar Structure

The seminar shall be conducted in the form of lectures, case studies, group exercises and forum discussions.

The Lead auditor course includes a written examination

The seminar is fully residential

13.4 Venue: Mombasa

13.5 Fees: KES. 95,000/= plus 16% VAT per participant

13.6 Course Content

- Quality and Quality Assurance
- Quality Assurance Management Standards
- The system for Quality Management Audits
- Concepts and principles of auditing
- Managing an audit programme
- Performance of an audit
- Reports, records and follow-up
- Competence and evaluation of auditors
- Written Examination

14.0 INSPECTION SEMINAR (ISO/IEC 17020:1998) **13th – 15th October 2010**

14.1 Objectives

Participants to understand the requirements of ISO/IEC 17020:1998 and be able to implement the standard in their organizations.

14.2 Target audience

Managers and staff in organizations that perform inspection activities

14.3 Seminar Structure

The seminar shall be conducted in the form of lectures, case studies, group exercises and forum discussions.

The seminar is Non-residential

14.4 Venue: Nairobi

14.5 Fees: KES 30, 000/= plus 16% VAT per participant

14.6 Course Content

- Management systems and administration of bodies performing inspection activities
- Introduction to ISO/IEC 17020 standard
- Application of ISO/IEC 17020

15.0 QUALITY MANAGEMENT SYSTEMS LEAD AUDITOR COURSE: 8th – 12th November 2010

15.1 Objectives

To impart skills on the principles and practices of an effective quality assurance auditing in accordance with ISO 19011:2002.

15.2 Participants

Persons aspiring to be lead auditors and must be qualified Internal Quality Auditors or have knowledge on Quality Management systems

15.3 Seminar Structure

The seminar shall be conducted in the form of lectures, case studies, group exercises and forum discussions.

The Lead auditor course includes a written examination

The seminar is fully residential

15.4 Venue: Mombasa

15.5 Fees: KES. 95,000/= plus 16% VAT per participant

15.6 Course Content

- Quality and Quality Assurance
- Quality Assurance Management Standards
- The system for Quality Management Audits
- Concepts and principles of auditing
- Managing an audit programme
- Performance of an audit
- Reports, records and follow-up
- Competence and evaluation of auditors
- Written Examination

16.0 OTHER PROGRAMMES

The Kenya Bureau of Standards organizes in-house training courses for staff in both manufacturing and service industries on request. The areas of training include Standardization, Quality Control, Metrology, Laboratory Testing, Total Quality Management and Implementation of ISO 9000 Quality Management Standards, Quality Leadership Environmental Management systems and HACCP (Hazard Analysis & Critical Control Points Analysis).

Attachment for personnel from industry can be arranged at KEBS Metrology and Testing Laboratories at a reasonable fee.

Organizations interested in these services should contact KEBS for more details (see contact information in 18 below)

17.0 NOTES ON SEMINAR CHARGES

- i) The fees include charges for tuition, stationery, lunches, morning & afternoon teas and full board hotel facilities for residential participants. It does not include traveling and out of pocket expenses.
- ii) Organizations that pay the Industrial Training Levy should apply to: The Director of Industrial Training, Ministry of Research, Technical Training & Technology, P.O. Box 74494, Nairobi, for approval for reimbursement. Such applications must reach him at least two weeks before the start of the seminar.
- iii) Owing to the economic situation prevailing at the time of the seminar, the fees shown may change. Any such changes shall be communicated to the prospective participants in good time.

18.0 CONTACT INFORMATION

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