
Introduction

The purpose of this course is to introduce and reinforce the basic laboratory skills that analysts utilise on a daily basis and allow them to gain knowledge of important quality aspects/topics. It is essential that analysts know the basic laboratory skills, which are reflected in the performance of ILCP, ILCT, validation and reliability (consistency) of measured results.

The course consists of taught and practical elements that focus on laboratory safety, basic lab equipment maintenance and use, basic laboratory techniques, laboratory calculations, buffer preparation, and recording of experimental results. This is to build on analysts' experience of day to day work practices in a laboratory.

Who Should Attend

- Laboratory analyst and personnel
- Chemists
- Technicians
- Quality Assurance personnel
- More experienced personnel needing to update their knowledge

Objectives

Upon completion of this 2-days course, participants are expected to:

1. Learn the best practice for a range of laboratory skills;
2. Understand the basic safety requirements to work in a lab
3. Gain a basic understanding of quality issues

Course Contents

Day 1

- 0900 Introduction
0930 Essential health and safety information that analysts should be familiar with to enable them to work safely in the laboratory
1000 Break
1030 Method & equipment selection
1130 The importance of Standard Operating Procedures
1300 Lunch
1400 Sample handling and storage
 - Sample receipt & labelling1530 Break
1600 Sample handling and storage
 - Sample storage & tracking1700 Q&A

Day 2

- 0900 Key laboratory skills that analysts need in order to be able to carry out analytical work with the required level of accuracy
 - Measuring volume
 - Measuring mass
 - Measuring pH1000 Break
1030 Key laboratory skills
 - Preparing solutions of known concentration
 - Preparing reagent solutions
 - Carrying out a titration
 - Centrifugation1300 Lunch
1400 Quality assurance and quality control
 - Calibration & traceability
 - errors and uncertainty1530 Break
1600 Data handling and reporting of results
 - Units of measurement
 - Reporting results

Course Presenter

DR. STEPHEN WONG KAM SUN – is a Certified Trainer by the HRD Corp. He is an excellent Quality Consultant, trainer and qualified Lead Assessor for both ISO 9000 and ISO/IEC 17025. He is also an effective management trainer. He holds a PhD (Sunway University), MBA degree (University of Wales, UK), Chemistry degree (University Malaya), Diploma in Marketing (CIM, UK) and Certified Diploma in Accounting & Finance (ACCA, UK). He has 35 years of management & training experience, including 25 years in quality training and consultancy.

He was the Hon. Secretary (16 years) for the Institute of Quality Malaysia, an approved Quality Trainer for SIRIM since 1989 and a Quality and Management Consultant to some companies in Malaysia. He is a Council Member (since 1989) of the Malaysian Institute of Management and is also a well recognized trainer for MIM. He is also the Gen. Secretary of Malaysia Register of Certificated Auditors (MRCA) since its inception in 1998.

He was a member (1991-2002) of the Malaysian National Accreditation Council of the Department of Standards Malaysia and still sits on three other national committees on Quality and Environmental in relation to ISO. Mr. Stephen Wong has been a key member of the TC 176 and TC 207 national committees responsible to CASCO for the development of the ISO 9001, ISO/IEC 17025 and ISO 14001 standards and other conformity assessment standards. He is also a member of the IATCA (now IPC) representing MRCA in the development of the ISO 19011 Auditing Standard for the ISO 9000 and the ISO 14000.

Registration Form

Please register the following for the course on "Laboratory Skills"

Name: _____

Designation: _____

Name: _____

Designation: _____

(please attached extra list if more than two participants)

Name & Address of Company:

Contact Person: _____

Designation: _____

Tel: No: _____ Fax: _____

E-mail: _____

Signature: _____

Date: _____

Method of Payment:

Please made cheque payable to **WKS HOLDINGS SDN BHD** or transfer the payment to our **Public Bank account no: 3078894831** and send us a copy of the transfer slip.

WKS reserves the right to cancel or postpone the course in the event of unforeseen circumstances.

Registration Guidelines & Procedures

1. Early registration is encouraged. Participants shall be registered on a first-come-first-served basis.
2. Register by completing attached form and return by e-mail to admin@wks-h.com
3. Payment of fee should be made 4 days before course commence.
4. Please made cheque payable to WKS HOLDINGS SDN BHD or transfer the payment to our Public Bank account no: 3078894831 and send us a copy of the transfer slip.
5. Notification of cancellation must be in writing received 4 working days prior to commencement of course (20% of course fee will be retained). Otherwise, full fee will still be charged.
6. WKS reserves the right to cancel or postpone the course in the event of unforeseen circumstances. However, in such an event, participants would be informed as early as it could possibly permit

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*An interactive virtual/online
training*

Laboratory Skills

Administrative Details

Date: 1 – 2 August 2022

Time: 0900 – 1700

Venue: Virtual/On-line

Join from your home/
office by Virtual
Classroom Training

Fees: RM 1,050 per participant
HRD Corp Claimable Course

Organized & Management by
WKS HOLDINGS SDN BHD



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