Pengurusan Makmal Secara Efektif

Laboratory results are used in various critical decisions making. To increase confidence in the result generated from the laboratory, there are plans and actions that can be taken to increase effectiveness of the laboratory management system, improving results and reducing negative effects on the results. The training will help the laboratory identify areas of improvement and action that can help them produce better results.

Course Content

**PENGENALAN TENTANG MAKMAL**
- Fungsi Makmal
- Konsep pengukuran dalam makmal
- Jaminan kualiti
- Standard pengurusan makmal

**RUJUKAN UNTUK MAKMAL BERDAYA SAING**
- Apa itu akreditasi
- Pengenalan pada ISO 17025
- ISO 17025 di Malaysia
- Kehendak akreditasi

**AMALAN BAIK DALAM MAKMAL (GLP)**
- 10 prinsip amalan baik
- Konsep rekabentuk makmal
- Menilai prestasi kajian
- Sistem kajian

**SISTEM PENGURUSAN YANG EFEKTIF**
- Dokumentasi sistem pengurusan
- Kawalan peralatan makmal
- Tata cara ujian
- Bahan rujukan

**WHO SHOULD ATTEND**
Laboratory manager and related personnel, anyone or any stakeholder in the laboratory activities

**OBJECTIVES**
Upon completion of this course, participants will be able to:
- understand the key factors that influences the results from the laboratory
- identify opportunities for good practices in the lab
- develop plan for good practices in the laboratory

**WHO SHOULD ATTEND**
Laboratory manager and related personnel, anyone or any stakeholder in the laboratory activities

**REGISTRATION FORM**

**FMM INSTITUTE PERAK** (Centre for Professional Development)
Attn: Puan Eda / Ms Harvindar / Ms Nicole
No. 1, Lorong Raja DiHilir, Off Jalan Raja DiHilir, 30350 Ipoh, Perak.
Fax. No.: (05) 548 8221 & (05) 548 8331 • Tel. No.: (05) 548 8660
Email: fmmperak@fmm.org.my

**PENGURUSAN MAKMAL SECARA EFEKTIF**

Dear Sir / Madam

Please register the following participant(s) for the above programme:

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(Please attach a separate list if space is insufficient.)

Submitted by:

Name: ___________________________ Designation: ________________________

Company: ___________________________
Tel: ___________________________
Fax: ___________________________
Email: ___________________________

Address: ___________________________

FMM Membership No: ___________________________
Company GST Registration No: ___________________________
MyCoID: ___________________________

Enclosed cheque / bank draft No. ___________________________ for RM ___________________________ being payment for ___________________________ participant(s) made in favour of the ‘FMM INSTITUTE’.

**TRAINING**

**FMM Institute, Perak**

**Medicine:**

**Course Fee:** Fees inclusive of GST, Course Materials, Refreshment, Lunch and Certificate of Attendance
FMM Members RM 583.00 per pax
Others RM 689.00 per pax

**Registration:**
- Upon Faxing / Mailing the completed Registration Form to FMM Institute Perak, you are deemed to have read and accepted the terms and conditions. The course would also be deemed as confirmed unless informed otherwise.
- Will be based on First-Come-First-Served basis.

**Payment:**
- Cheques made in favour of FMM INSTITUTE should be forwarded to FMM Institute Perak.
- For SBL Scheme, an Attendance of 100% is a MUST, in any case, employers will be billed in full.
- FMM Institute GST Registration No. 001764515840

**Cancellation:**
- Must be in Writing with Reasons.
- 7 days before the course — No Payment Charged
- 3-6 days before the course — 50% Payment Charged
- < 3 days before the course — Full Payment Charged
- Participants who did not turn-up will be charged full payment.
- Replacements can be accepted at no additional cost.

**Disclaimer:**
The FMM Institute reserves the right to change the facilitator, date and to vary / cancel the course should unavoidable circumstances arise. All efforts will be taken to inform participants of the changes.