

### PARTICIPATION FEES

Members: RM 990.00 per participant  
Non-Members: RM 1,113 per participant  
(Fee inclusive 6% GST)

### WHO SHOULD ATTEND

Laboratory Manager, Senior Laboratory Staff, Laboratory Supervisor, Laboratory Technician and / or those who are working directly in a laboratory or responsible for the management of laboratory.

### REGISTRATION

Registration is on a **first-come-first-served basis**. Cheques made in favour of the "FMM Institute" should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

### REPLACEMENT / CANCELLATION

All cancellations must be made in writing. There will be no charge for cancellation received 10 or more working days before the start of the programme. Cancellation received 6 – 9 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. **Cancellation received 5 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees.** If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programme and all efforts will be taken

For further enquiries kindly contact:

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Tel: 06-6031627/16/26

Closing Date  
2 March, 2016



# PRACTISING GOOD LABORATORY PRACTICES EFFECTIVELY

HRDF  
Claimable

Date : 6-7 March, 2017

Time : 9.00 am - 5.00pm

Venue : Palm Seremban Hotel

### Introduction

Good Laboratory Practice or GLP specifically refers to a quality system of management controls for research laboratories and organizations to try to ensure the uniformity, consistency, reliability, reproducibility, quality, and integrity of chemicals (including pharmaceuticals) non-clinical safety tests; from physio-chemical properties through acute to chronic toxicity tests.

### Objectives

Participants will be able to:

- Implement the GLP effectively based on the ISO 17025 or ISO 15189 standards
- Understand the fundamentals of GLP
- Understand the importance of laboratory accreditation

### Course Content

#### 1. An Introduction To GLP

- Principle of Good Laboratory Practice (GLP)
- Test facility, organization and personnel
- Quality assurance programme
- Facilities
- Apparatus, materials and reagents
- Test and reference substance
- Standard operating procedure



#### 2. Laboratory Waste Management

- Understanding Laboratory Waste
- Managing Unneeded Chemicals
- A Waste Management System for Chemical Laboratories
- Identification, classification, segregation and storage of chemical laboratory waste

- "Recovery", "Recycling", "Reuse" and "Disposal Into The Sanitary System"
- Safety in handling of chemical laboratory waste and emergency procedure
- Environmental quality (Scheduled Wastes) Regulations 2005

#### 3. Safety In The Laboratory

- General laboratory safety practice
- Understanding risks in the laboratory
- Personal protective equipment (PPE)
- Laboratory safety equipment
- First aid and emergency procedures
- Properties of hazardous chemicals
- Chemical labeling
- Material safety data sheet (MSDS)
- Information and Training



#### 4. Managing The Laboratory Activities

- Basic of sampling
- Sampling physical
- Contaminants in testing
- Methods for preparations of reagent, testing or calibration

#### 5. Handling Laboratory Instruments

- Unique identification of the laboratory instrument
- Safeguarding against adjustment
- Maintenance records

#### 6. Achieving Good Laboratory Practices

- Comfort & productivity
- Fundamental of good laboratory design
- Elements of quality control

### Trainer

Mr. Lim Kim Yook who has considerable experience in all areas of design, preparation, administration and delivery of soft and hard skills training in Quality and Technical subjects in particular Quality Control Circle, QC 7 Tools and New QC Tools, Automotive 5-Core Tools (PPAP, APQP, SPC, FMEA and MSA), Poka-Yoke, Supervisory Skills and 5S Implementation and Auditing. From his last 4 years of excellent track record as a master trainer in many areas, he has taught numerous participants, who range from Shopfloor members to Managing Directors. In total, he has delivered to numerous companies from various industries and has established himself as a highly-regarded trainer famed for his caliber and efficiency and he has finally authored the 5S into Bahasa Malaysia, i.e., "5S Asas Pengurusan Untuk Semua" (ISBN: 983-2193-01-X). As training goes beyond just classroom knowledge, his vast industrial experiences and know-how will undoubtedly be the key differentiator as a preferred trainer. With his skillful delivery, one can expect to learn deeper understanding of advanced technical topics to be better equipped for the challenges in human resources development.

## REGISTRATION FORM

FMM Institute Negeri Sembilan Branch Fax : 06-603 1628

Required vegetarian meal

Attn : Pn Lina / Pn Liza

Name

Designation

Email

1.

2.

Payment : Enclosed cheque/Bank Draft no. \_\_\_\_\_ for RM \_\_\_\_\_ being payment for \_\_\_\_\_ participant (s) made in favour of "FMM Institute"

Submitted by :

Please tick /

FMM Member

NON- Member

Company Stamp

Name : \_\_\_\_\_ Designation : \_\_\_\_\_

Company : \_\_\_\_\_

Address : \_\_\_\_\_

Tel : \_\_\_\_\_ Fax : \_\_\_\_\_ Email : \_\_\_\_\_