

**International Atomic Energy Agency
Technical Cooperation Project**

**PROSPECTUS
C7-RAF-0.027-005**

Title: **Regional (AFRA) Training Course for Implementation of ISO 17025 General requirements for the competence of testing and calibration laboratories in SSDL's**

Place: Pretoria, South Africa

Date: **7 – 11 June 2010**

Deadline for nominations: **15 April 2010**

Organizers: International Atomic Energy Agency in cooperation with the Government of South Africa through the National Metrology Institute of South Africa.

Language: The language of instruction will be **English**.

Participation: One participant from each AFRA Member State participating in this project.

Target countries: SSDL's in Africa.

Background Information: The IAEA/WHO Network of Secondary Standards Dosimetry Laboratories (SSDL Network) was established in 1976 as a joint project between the IAEA and the World Health Organization (WHO). At present, it includes 80 laboratories and six (6) SSDL national organizations in 67 Member States, of which over half are developing countries. Most of these laboratories were set up with the help of the IAEA through Technical Cooperation and Coordinated Research Projects, expert services, and fellowship awards. The prime function of an SSDL is to provide a service in metrology. As holder of a secondary standard instrument, it provides an essential link to the international measurement system which is itself based on the comparison of standards held by primary standards laboratories under the aegis of the International Bureau of Weights and Measures (BIPM). The secondary standard may constitute a country's national standard (for a particular quantity), and the laboratory may be part of a larger metrology organization. The functions and status of a particular SSDL are determined by national or local circumstances.

The Mutual Recognition Arrangement (MRA) was drawn up by the International Committee of Weights and Measures (CIPM), under the authority given to it in the Metre Convention. Its objectives are to establish the degree of equivalence of national measurement standards maintained by NMIs; to provide for the mutual recognition of calibration and measurement certificates issued by NMIs; thereby to provide governments and other parties with a secure technical foundation for wider agreements related to international trade, commerce and regulatory affairs. The process involves international comparisons of measurements; and quality systems and demonstrations of competence by NMIs.

Most SSDL's in the region are not in metrology institutes but some have now been designated by their national metrology institutes to disseminate traceability in dosimetry. They are also members of the regional metrology organizations (RMO). Also within the RMO's there is a need for institutes to prove their technical competence through an established quality management system like

ISO17025 and through comparison of measurements with other laboratories.

During the Afrimets technical working group of ionising radiation a request was made by the laboratories for a training workshop on the implementation of the ISO17025 General requirements for the competence of testing and calibration laboratories.

Purpose of the course: The proposed training course is intended to train selected participants of this regional project in developing their management system for quality, administrative and technical operations. The course will provide delegates with an understanding of the requirements for the competence of testing and calibration laboratories and will explain the purpose, use, benefits, and implementation styles of ISO 17025. The candidates will learn how to design and develop laboratory documents and quality manuals. They will get practical instructions on the development, implementation and long-term maintenance of an effective laboratory quality system.

Participants' qualifications and experience: Candidates should be working in an SSDL already.

Nature of the course: The training course will consist of lectures. A final examination of the participants will lead to a certificate for implementation of ISO 17025 standards.

Course Director: Zakithi Msimang
Area Manager
National Metrology Institute of South Africa
Private Bag X34
Lynnwood Ridge
0040
South Africa
Tel: +27 12 841 3303
Fax: +27 12 841 3367
e-mail: zmsimang@nmisa.org
http: www.nmisa.org (<http://www.nmisa.org/>)

Application procedure: Nominations should be submitted on the standard IAEA application form for training courses. **Completed forms should be endorsed by, and returned through the official channels established (AFRA National Co-ordinator).** They must be received by the International Atomic Energy Agency, P.O. Box 100, A-1400, Vienna, not later than **15 April 2010**. Nominations received after that date or applications which have not been routed through one of the aforementioned channels cannot be considered.

Advance nominations by facsimile (+43-1-26007) or e-mail (Official.Mail@iaea.org) are welcomed. The facsimile/e-mail should contain the following basic information about the candidates: name, age, sex, academic qualifications, present position including exact nature of duties carried out, proficiency in French, and full working address (including telephone and fax numbers and e-mail) to enable the IAEA to make preliminary evaluation of the candidates. In the case of countries in which English is not an official or customary language, **nominations must be accompanied by a separate certificate of the candidate's proficiency in English.** This certificate must be issued by a language school or cultural institution, or an embassy of a country in which the language of the course is spoken.

Additional requirements:

In order to fulfill UN security requirements, all nominations must be accompanied by separate certificates of the candidate's satisfactory completion of the UN "Basic Security in the Field" (BSITF) and "Advanced Security in the Field" (ASITF) courses. These interactive courses are available on CD-ROM and can be taken at the office of the National Liaison Officer of the nominating Member State. The courses are available on the following UN websites by using Microsoft Internet Explorer:

BSITF: <http://dss.un.org/BSITF/>

ASITF: <http://dss.un.org/ASITF/>

Once the candidate has completed the course and passed the accompanying exam, a certificate will be generated automatically and must be printed for submission to the IAEA. No travel to the training course will be authorized before receipt of the certificate. A copy of the certificate should be kept by the candidate for his/her records, as the same certificate is valid for any UN-related travel for a period of three years. Kindly contact us if there is any difficulty in accessing the course or any problems related to this course are encountered.

Administrative and financial arrangements:

Nominating Governments will be informed in due course of the names of the selected candidates and will at that time be given full details on the procedures to be followed with regard to administrative and financial matters.

During their attendance at the course, participants from countries eligible to receive technical assistance will be provided by the IAEA with a stipend sufficient to cover the cost of their accommodation, food, and minor incidental expenses. The IAEA will also provide the participants with a round-trip air ticket, economy/excursion class, from their home countries to **Pretoria, South Africa** and return. Shipment of accumulated course materials to the participants' home countries is not the responsibility of the IAEA.

The organizers of the course do not accept liability for the payment of any cost or compensation that may arise from damage to or loss of personal property, or from illness, injury, disability or death of a participant while he/she is travelling to and from or attending the course, and it is clearly understood that each Government, in nominating participants, undertakes responsibility for such coverage. Governments would be well advised to take out insurance against these risks.