

Ref: 36.09.0000.003.29.003.11/234

Date: 23/12/2020

Subject: **The 28th BAB Assessor Training Course on ISO/IEC 17025:2017**

Bangladesh Accreditation Board (BAB) is going to organize the 5 (Five) day-long **Training Course on ISO/IEC17025:2017** General Requirements for the competence of Testing and Calibration Laboratories in Dhaka. The course details are as below:

A. COURSE TITLE & COURSE ID:

The 28th BAB Assessor Training Course on ISO/IEC 17025:2017- General Requirements for the competence of Testing and Calibration Laboratories. Course ID. 21042501 (2).

B. AIMS & OBJECTIVES

- To create assessor on ISO/IEC 17025:2017 for inclusion in BAB assessor pool.

C. DATE & TIME: 18-22 April 2021. 09:00-17:00.

**D. VENUE: NPO Seminar Hall, Annex Building of the Ministry of Industries
91, Motijheel C/A, Dhaka-1000.**

E. RESOURCE PERSONS:

- **Mr. Md. Nasirul Islam**, Deputy Director, BAB
- **Mr. Md. Mahbubur Rahman**, Deputy Director, BAB
- **Mr. Monirul Hoque Pasha**, Assistant Director, BAB
- **Mr. Md. Towhidur Rahman**, Assistant Director, BAB
- **Mr. Mohammed Abbas Alam**, Assistant Director, BAB

F. COURSE COORDINATOR:

Mr. Md. Nasirul Islam, Deputy Director, BAB
Tel: 880-2-9513224, Mob: 01819953977
Fax: 880-2-9513222, Email: nasir@bab.org.bd

G. COURSE OUTLINE:

The course covers:

- Understanding on ISO/IEC 17025:2017
- BAB assessment technique and assessment process
- Introduction on accreditation BAB criteria and guidance documents
- Example and Case studies
- Report Writing Technique
- Simulation of Assessment

H. WRITTEN EXAM:

Participants shall have to participate in a 3.00hrs written exam.

I. Eligibility of PARTICIPANTS:

- Laboratory experts/technical personnel who are working in testing, calibration laboratory and dealing with laboratory quality management system, internal audit etc.



J. MINIMUM QUALIFICATIONS:

- Must be Science graduate
- **Must have completed 3 day understanding course on ISO/IEC 17025 from BAB. (have to submit training certificate)**
- Shall have **at least 05 years of working experience** in laboratory (testing/calibration/research and development).
- Should have the basic understanding on Quality Management System.

K. NUMBER OF PARTICIPANTS: 28; first come first serve basis.

L. REGISTRATION:

- *Registration fee:* **BDT 10,000.00 (Ten Thousand) + 15% VAT (BDT 1500.00 in separate challan form)**
- *Payment method:*
- **Payment shall be made after confirmation for participation from BAB**
- BDT 10,000.00 in favor of **Bangladesh Accreditation Board, Sonali Bank, Shilpa Bhaban Corporate Br. Dhaka.**
- **Pay Order** within Dhaka City Corporations and **Demand Draft (DD)** outside of Dhaka City Corporation.
- 15% VAT to be paid to any branch of **Bangladesh Bank or Sonali Bank Limited** in Challan Form available in BAB website notice section. (Challan Code: 1-1133-0010-0311)
- Both the pay order/DD and VAT Challan copy have to be submitted to BAB on or before the deadline of registration. Registration would be confirmed only after receiving the payment.
- **Only for payment related issues, please contact: Mr. Md. Saiful Islam, Accountant, BAB, Mobile; 01741574609**

M. REGISTRATION DEADLINE: 18/03/2021 (Office time).

N. FINAL ACCEPTANCE: BAB reserves the right to select the final candidates. Only short listed candidates who meet the specified criteria will be communicated after final selection.

O. CONTACT:

Mr. Md. Nasirul Islam Deputy Director Bangladesh Accreditation Board (BAB) Tel: 880-2-9513224 Mob: 01914663639 Fax: 880-2-9513222 Email: nasir@bab.org.bd	Mr. Md. Towhidur Rahman Assistant Director Bangladesh Accreditation Board (BAB) Tel: 880-2-9586092 Mob: 01818502735 Fax: 880-2-9513222 Email: towhid@bab.org.bd
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If you are interested to nominate or register, please fill in the online Training Registration Form available in the registration section of BAB website www.bab.org.bd.

***Note: Schedule may be changed considering Covid-19 situation.**

With regards,



Md. Monwarul Islam
Director General (Additional Secretary)
Phone: 9513221
E-mail: dg@bab.org.bd