
Introduction

The OECD Principles of Good Laboratory Practice (GLP) is a quality system deals with the organization, process and conditions under which laboratory studies are planned, performed, monitored, recorded and reported. The purpose of GLP is to promote the quality and validity of test data related to the safety of industrial chemical substances and preparations.

This course provides training in the principles of good laboratory practice for personnel of laboratories who wish to demonstrate that they produce test results that are fit for the purpose and can therefore be relied upon when making risk/safety assessments.

Who Should Attend

- Laboratory personnel
- Quality Assurance personnel
- Those newly assigned GLP responsibilities
- More experienced personnel needing to update their knowledge

Objectives

Upon completion of this 1-day course, participants are expected to:

1. Understand the requirements and elements of GLP;
2. Learn how to adopt and implement GLP in the laboratory

Course Contents

This 1-day course covers the following:

- What is Good Laboratory practice (GLP)?
- History of GLP & regulation
- GLP in Malaysia
- The OECD Principles of Good Laboratory Practice
- Elements of GLP
 - Resources: Personnel, Facilities & Equipment
 - Characterization
 - Rules: Protocols/Study plan, Procedures
 - Results: Raw data, Final Report, Archives
 - Quality Assurance: Audit/Inspection, training, advice
- General good testing conduct

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 fax or e-mail.
3. Payment by crossed cheque / postal order made payable to WKS HOLDINGS SDN BHD together with registration form, to be received 4 days before course commence.
4. 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.
5. A registration fee is inclusive of course materials, refreshments and lunch.
6. Closing date is 4 days before commencement of the course.

Course Presenter

STEPHEN WONG – is a Certified Trainer by the Human Resource Department (HRD) of the Ministry of Human Resource, Malaysia. 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 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 34 years of management & training experience, including 24 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
"Introduction to Good Laboratory Practice"

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: _____

I/We enclosed a cheque no: _____ amount
to RM _____ made payable to WKS
HOLDINGS SDN BHD.

Signature: _____

Date: _____

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

WKS HOLDINGS SDN BHD (129630-A)

1A-3A, Plaza Mayang, Jalan SS 26/9

47301 Petaling Jaya, Selangor DE

Tel : 03-78038188 Fax : 03-78039188

E-mail : admin@wks-h.com

[Http://www.wks-h.com](http://www.wks-h.com)

Introduction to Good Laboratory Practice

Administrative Details

Date: 7 November 2017

Time: 0900 – 1715

Venue: Plaza Mayang, PJ

Fees: RM 490 per participant

HRDF Claimable

Organized & Management by

WKS HOLDINGS SDN BHD

