



General Instructions for Training

- All interested parties are requested to fill separate reservation form for each programme and submit to the SLAB and settle the payments and complete registration process at least **one week before the programme**.
- Reservation slip could be download from the SLAB website
- Reservations will be done **first come first serve basis**
- For Assessor Training maximum number of participants is 20 and other general training programmes maximum number of participants is 45.
- For Assessor Training, Application form for Assessor Training, Reservation Form and updated CV are required to complete registration. Please download relevant forms from SLAB website.
- A copy of ISO/IEC 17025: 2017 will not be provided. Therefore, participants are requested to bring your standard.
- All dates are given as tentative dates and can be changed due to unavoidable circumstances and of there is no adequate minimum number of participants (15-20).
- Cancellation of programmes will be notified to registered participants in advanced and highlighted in the plan.
- Additional Training on ISO/IEC 17025:2017 may be arranged on request of laboratories.
- Venue of the programme is SLAB training room unless specified in the training schedule or notified by the SLAB
- Before send your reservation form, please check the target group and qualification criteria (only for assessor training)
- Charges indicated in the plan may be changed due to government tax policies and revised fees will be changed accordingly.

Qualification Criteria for SLAB Assessor Training

Testing laboratories

- B.Sc. degree with four (04) years of work experience in a technical field (testing laboratory) and two of which shall be in the assigned field of testing.

Calibration laboratories

- B.Sc. degree with four (04) years of work experience in a technical field (calibration laboratory/ instrumentation and repairs) and two of which shall be in the assigned field of calibration

Inspection bodies

- B.Sc. degree with four (04) years of work experience in a technical field (inspection activities/ regulatory functions) and two of which shall be in the assigned field of Inspection.

System certification bodies

- B.Sc. degree with four (04) years of work experience in a technical field and two years of which in quality management and quality system auditing.
- Successfully completed Lead auditor course on QMS, EMS, EnMS, FSMS, OHSAS, IMS, ISMS or any other management system.
- Having knowledge on the technology used for manufacturing of items, materials and products or services or they are used or intended to be used.
- Having knowledge and ability to apply relevant standard requirements, processes, HACCP principles, PRPs etc. specially for the food chain sector being assessed for FSMS.
- Having knowledge of the regulatory and statutory requirements, client business sector and cultural and social customs related to the categories and geographic areas to be assessed.
- Having knowledge on FSSC 22 000, FSC

Product certification bodies

- B.Sc. degree with four (04) years of work experience in a technical field (product certification, scheme development) and two years of which in quality management and auditing.
- Having knowledge on the technology used for manufacturing of items, materials and products or services or they are used or intended to be used.
- Having knowledge of the regulatory and statutory requirements, client business sector and cultural and social customs related to the categories and geographic areas to be assessed.
- Having knowledge on Global Organic Textile Standards (GOTS), Good Manufacturing Practices (GMP), Good Agricultural Practices (GAP)

Personnel Certification bodies

- B.Sc. degree with four (04) years of work experience in a technical field (Personnel certification, scheme development) and two years of which in quality management and auditing.
- Having knowledge on the technology used in executing the trade of persons being assessed
- Having knowledge on regulatory and statutory requirements relevant to the trade

- Having knowledge on curriculum development, testing and evaluation of training courses

GHG Validation/ Verification Bodies

- B.Sc. degree with four (04) years of work experience in a relevant technical field
- Having knowledge on the quantification and reporting of GHG emissions and removals at organizational and project level and validation or verification of GHG assertions
- Having knowledge of the regulatory and statutory requirements relevant to GHG Validation/Verification activities