

Ref 36 09.0000.003.29.003.11/534

Date: 23 December 2018

Subject: **BAB Assessor Training Course on ISO/IEC 17020:2012**

Bangladesh Accreditation Board (BAB) is going to organize a five day-long **Assessor Training Course on ISO/IEC 17020:2012**-“Requirements for the operation of various types of bodies performing inspection” in Dhaka. The course details are given below:

A. COURSE TITLE:

Assessor Training Course on ISO/IEC 17020:2012- Requirements for the operation of various types of bodies performing inspection.

B. AIMS & OBJECTIVES

- To give overall idea about ISO/IEC 17020, BAB specific requirements and assessment techniques to develop as a BAB potential assessor.

C. DATE & TIME: 3-7 February 2019. 09:00-17:00.

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

E. RESOURCE PERSON:

- 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@gmail.com

G. COURSE OUTLINE:

The course covers:

- Understanding of ISO/IEC 17020
- Interpretation of clause by clause requirements of the standard
- BAB assessment technique and assessment process
- Introduction on accreditation BAB criteria and guidance documents
- Examples and Case studies
- Report Writing Technique
- Simulation of Assessment

H. TARGET PARTICIPANTS:

This five-day course is particularly designed to train inspectors/experts on ISO/IEC 17020:2012. These /inspectors/experts are then given chance to accompany BAB assessment team to work as technical experts/assessors during the assessment of Inspection Bodies. It gives participants guidance and training in the skills needed to develop and implement an effective laboratory quality management & technical system. The course is based on ISO/IEC 17020:2012, the



international standard for bodies performing inspections in accordance with the requirements of APLAC TR001 - Guidance on the training courses for Laboratories and Inspection Bodies.

I. MINIMUM QUALIFICATIONS:

- Graduate on relevant discipline; preferably having working experience in Industry.

J. NUMBER OF PARTICIPANTS: 25 (Maximum).

K. REGISTRATION Last Date: 20 January 2019, early registration encouraged. Upon the confirmation from BAB by mail or phone one can deposited money earlier.

L. REGISTRATION:

- **Registration fee: BDT 10,000.00 (Ten Thousand) + 15% VAT**
- **Payment method:** Only Cross- Cheque/Pay order (Amounting 10,000.00 BDT) in favor of **Bangladesh Accreditation Board** and 15% VAT to be paid to any branch of **Bangladesh Bank** or **Sonali Bank Limited** in Challan Form. **VAT Challan copy has to be submitted with the cross- cheque/pay order.**

M. FINAL ACCEPTANCE: BAB will accept only first 25 applicants based on **first come first serve** basis who meet(s) the desired criteria.

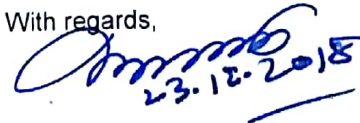
N. CONTACT:

Mr. Md. Nasirul Islam Deputy Director Bangladesh Accreditation Board (BAB) Tel: 880-2-9513224 Mob: 01819953977 Fax: 880-2-9513222 Email: nasir.bab@gmail.com	Mr. Mohammed Abbas Alam Assistant Director Bangladesh Accreditation Board (BAB) Tel: 880-2-9513226 Mob: 01716099822 Fax: 880-2-9513222 Email: abbas@bab.org.bd
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If you are interested to nominate or register, please send the filled in Training Registration Form (attached). The form can also be downloaded from BAB website, www.bab.org.bd under download tab. Registration would be confirmed only after receiving the payment.

Attachment: 1) TF02 Training Registration Form
2) Challan Form

With regards,



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