



THE BEST QUALITY TRAINING BY THE BEST QUALITY PEOPLE

Microbiology Laboratory Quality Assurance Workshop

Learn how to apply good practice to Dairy/Food microbiology testing laboratories.

If you are responsible for assuring the quality of your microbiology testing, are (or aspire to be) a Key Technical Person (KTP), then this two day course is essential. Learn the principles of good practice in microbiology testing laboratories, including:

- Media purchasing, approval and batch testing
- Reference culture management, including verification and sub culturing
- Laboratory water quality control – conductivity, toxicity, pH and microbiological load
- Volume checks on diluents
- Detergent Residues
- Membrane filters
- Anaerobic jar management
- Sample preparation
- Media preparation and autoclaving
- Supplements and standard solutions
- pH meter and thermometer calibration
- Incubator and water bath monitoring
- Prepared media storage
- Exposure plates (environmental monitoring)
- Proficiency Testing and analysis, including corrective action
- Examples of typical test methods – underlying principles
- Principles of water testing

Presenter

The course is presented by Shane Hopgood. Shane has been an IANZ technical expert since 1993, and has extensive experience in auditing microbiological testing laboratories.

Please note

The number of participants for each course is restricted to ensure a trainer /student ratio that will facilitate effective training outcomes.

Participating in a course

It's very easy to take part. You can make a provisional booking by phoning 0800 9000 99.

Or

you may email us at info@nzqc.co.nz.

To confirm your place just send us a completed registration form either with full payment or a purchase order from your organisation. As soon as we receive your registration form (preferably no later than 4 weeks before the course) we'll send you a confirmation letter with full details.

Course fees include

Tuition, Morning tea, lunch and afternoon tea (depending on course times), all course notes and take-home reference materials.

Duration & Prices

Two day course \$1165 +gst
Book one month in advance to receive the early bird price of \$995 +gst

Dates & Locations

Palmerston North 14-15 June 2011

NZQC COURSE REGISTRATION FORM



Name of Course **Microbiology Laboratory Quality Assurance Workshop**

Date _____ Location _____

REGISTRANT INFORMATION

First Name _____ Last Name _____

Position/Title _____

Email _____

Company Name: _____

Postal Address _____ Postcode _____

Telephone _____ Fax _____

APPROVING MANAGER

First Name _____ Last Name _____

Position/Title _____

Email _____

Telephone _____ Fax _____

BOOKING

Purchase Order _____

Booking Contact Name _____

Invoice Address (if different to above) _____

Please read the terms and conditions below before posting your registration for this course.

METHOD OF PAYMENT

Payment for the course must be received by NZQC prior to course commencement date unless another arrangement has been agreed with NZQC.

Pay By Cheque

Please make cheque payable to:
New Zealand Quality College
Private Bag 28908, Remuera
Auckland 1541

Pay by Credit Card

Currently we accept VISA and MASTERCARD

VISA MASTERCARD

Card Number _____

Expiry Date _____

Cardholder's Name _____

Signature _____

| |
|-------------------------------------|
| Payment Amount: \$ _____ (+ GST) |
|-------------------------------------|

Direct bank deposit

A/C 03-0196-0131722-00

Reference: NZQC

TERMS AND CONDITIONS

Amendment, Alteration and Cancellation

We reserve the right to amend, alter or withdraw any of the information in this brochure or on any course being offered should circumstances dictate. If we cancel, we will notify registrants as early as possible to minimise any inconvenience. Please check with us before booking any travel or accommodation connected with your course registration.

Unable to attend

We understand that priorities change and you may not be able to attend the course you have registered for. When this arises, the following terms may apply:

- If you advise us of the registrant's non-attendance 14 days or more before the course starts, you will be issued with a full refund.
- Should we receive cancellation less than 14 days before the course starts, we will refund 50% of the course fee.
- If we receive cancellation on the day of the course or the registrant does not attend, no refund will be made.

Transfers

You may transfer to another date and/or location for the course you have registered for up to 5 working days prior to the course commencing at no additional cost. If we receive a transfer request within 5 days of the course, a 25% transfer fee will apply. Transfers on the day of the course will be treated as cancellation.