

**38<sup>TH</sup>**

**INTERNATIONAL TRAINING PROGRAMME ON  
STANDARDIZATION AND QUALITY ASSURANCE FOR  
DEVELOPING COUNTRIES**

**(10 OCTOBER – 02 DECEMBER 2005, NOIDA, INDIA)**

**NATIONAL INSTITUTE OF TRAINING FOR  
STANDARDIZATION (NITS)**



**BUREAU OF INDIAN STANDARDS**

# **THIRTY-EIGHTH INTERNATIONAL TRAINING PROGRAMME ON STANDARDIZATION AND QUALITY ASSURANCE FOR DEVELOPING COUNTRIES**

## **GENERAL**

Bureau of Indian Standards (BIS) has been organizing the International Training Programme on Standardization and Quality Assurance for the Developing Countries of Asia, Africa, Europe and Latin America every year since 1968. To take care of training needs of Industry, BIS had set up the National Institute of Training for Standardization (NITS) in 1995. Since then, this programme is being conducted by NITS. The present programme is, thirty-eighth in the series.

The Government of India offers limited number of Fellowships to the nominees of many Developing Countries under its Technical Assistance Plans for attending the programme (see P-6). Besides the fellowships, some seats are also available on **Self-Financing** basis in which case the expenditure is met either by the sponsoring governments or by the candidates themselves (for details, see P-7).

## **DURATION**

8 Weeks

10 October – 02 December 2005

## **VENUE**

National Institute of Training for Standardization (NITS)

A-20 & 21, Sector-62 (Institutional Area)

NOIDA (Near New Delhi) – 201301

INDIA

## **NUMBER OF PARTICIPANTS**

30 to 35

## **PROGRAMME OUTLINE**

The training comprises of the following phases:

Study	5 ½ Weeks
Industrial Visits	1 Week
Workshops	1 Week
Review of Reports	½ Week

## **ASPECTS COVERED**

Various aspects of Standardization, Quality Assurance and Management Systems to be covered during the study phase include:

### **■ ORGANIZATION**

- Organization and Functions of National Standards Bodies (NSBs)
- Quality Improvement Projects

### **■ STANDARDIZATION**

- Fundamentals of Standardization
- Development of National Standards
- Responsibilities of Committee Secretaries
- Drafting of Standards
- Basic Standards
- International and Regional Standardization and their Application in NSB's Activities.
- Company Standardization
- Variety Rationalization

### **■ CERTIFICATION**

- Certification - Principles and Practices
- Product Certification
- Systems Certification

## ■ TESTING

- Laboratory Systems
- Management of Testing
- Usage of Reference Material in Analytical Metrology
- National Laboratory Accreditation System and ISO/IEC 17025

## ■ MANAGEMENT SYSTEMS

### □ Quality Management Systems (QMS)

- Basic Concepts
- ISO 9001:2000
- Internal Quality Audits

### □ Environmental Management System (EMS)

- Basic Concepts
- ISO 14001:2000
- Internal Audits for Environment Management System

### □ Occupational Health and Safety Management Systems (OHSAS)

- Basic Concepts
- IS 18001:2000/ OHSAS 18001:1999

### □ Hazard Analysis Critical Control Points based on Food Safety Systems (HACCP)

- Codex Alimentarius Commission Standards (ALINORM 97/13A) for Food Safety & Quality Assurance Programme

## ■ STATISTICAL TECHNIQUES

- Statistical Techniques in Standardization, Quality Control and Management System

## ■ STANDARDS PROMOTION

- Implementation of Standards
- Promotional Programmes

## ■ COMPUTER APPLICATIONS

- An approach to Computerization Activities of NSBs

## ■ INFORMATION SYSTEMS FOR NSBs

- Marketing of Standards and Standards Information
- Management Information Systems

## ■ SPECIAL TOPICS

- Standardization and Rural Development
- Economic Benefits of Standardization
- Safety Standards
- Metrology
- Consumer Protection
- Standardization and Validation of Test Methods
- Calibration

Besides the above, the participants will also be given an opportunity to:

- Attend meetings of BIS Technical Committees engaged in the formulation of national standards;
- Visit industrial establishments, test houses, etc, within the country for assessment of the impact of standardization, product certification marking and management system certification on trade and industry; and
- Organize mock committee meetings for the formulation of standards.

## PARTICIPATION REQUIREMENTS

- Post-Graduates in Science or Graduates in engineering or technology with minimum TWO YEARS professional experience in the field of Standardization/Quality Control/Quality Assurance/Environment/Food Safety/Occupational Health & Safety etc;
- Ordinarily not more than 45 years of age; and
- Medically fit with good health and sound constitution.

Technical Officers of National Standards Bodies are encouraged to apply and will be given preference.

## **LANGUAGE REQUIREMENTS**

High standard proficiency in English language, as the programme will be conducted in English.

## **MATERIAL FOR EXCHANGE OF INFORMATION**

For effective and purposeful contribution to discussions and workshop sessions, each participant is required to bring with her/him full information along with supporting documents on the following aspects applicable to her/his country:

- Current industrial potential in different sectors;
- Future plans for industrial development;
- Details regarding establishment and functions of the National Standards Body (including Constitution, By-laws, Acts, Rules and Regulations, etc, framed for standardization, quality certification, export inspection, metrology, testing, etc);
- Progress in standardization and management systems work achieved so far and future programme of action;
- Major problems in standardization and management systems, if any;
- Standards information systems and WTO imperatives; and
- Information on national priorities and plans having bearing on the activities of NSB.

## **PROJECT**

Each participant is required to undertake a project covering one general aspect of standardization or quality certification of particular interest to his/her country and to indicate as to how the knowledge acquired would be utilized in his/her national background. Before coming to India, the participants should choose in consultation with his/her head of department, a subject on which he or she would like to make an in-depth study for the Project. A report of the Project will be submitted to NITS, which will be reviewed at the concluding session(s) to ensure that the suggestions are of practical value to the sponsoring governments.

## **CERTIFICATE**

Each participant will be given a certificate on successful completion of the course and having a satisfactory record of attendance.

## **ASSISTANCE OFFERED - GOVERNMENT OF INDIA FELLOWSHIPS**

Information regarding the different countries covered under the various Government of India Fellowship schemes is available in the Indian Missions in each of the countries. The schemes are:

- SPECIAL COMMONWEALTH AFRICAN ASSISTANCE PLAN (SCAAP)
- INDIAN TECHNICAL AND ECONOMIC COOPERATION (ITEC)
- COLOMBO PLAN (CP)

The fellowships may include the following:

- Cost of International air travel (one way or both ways, as applicable).
- Cost of hostel accommodation (as per the monetary limits set by Govt. of India).
- Cost of internal travel for industrial and technical visits.
- Cost of tuition fee.
- Boarding and miscellaneous expenses as per Govt. of India Rules.
- Book allowance.
- Limited cost of medical expenses in India as per Govt. of India Rules.

NOTE – Before starting for India, all the participants must have Overseas **Medical Insurance Policy** to cover the period of stay in India. The policy should cover any hospitalization expenses required during the stay in India.

The sponsoring Governments/Organizations are required to meet all the expenses of the candidate(s) in respect of medical examination, medical insurance and travel to and from the port of embarkation within the country. Any expenditure on the way towards airport tax, etc, will be incurred by the nominee or his sponsoring Government/Organization. If the travel requires a layover/stay in another city/country during flight change, the sponsoring Government/Organization will have to meet the expenses in connection with this layover.

The sponsoring governments **will have to pay to their nominees' supplementary allowance** to meet personal expenses during training as per their respective rules and practices.

NITS will provide subsidized lunch during the working days and part of the cost will be recovered from the trainees/allowance paid to them.

### **SELF-FINANCING CANDIDATES**

Nominees who cannot be accommodated due to limited number of available fellowships, may also participate in the training programme as self-financing candidates. In these cases, apart from meeting expenses on to and from International air travel, the charges are US\$ 2500/- per candidate which includes tuition fee, boarding, lodging and internal travel in India. The fee may be paid by the sponsoring organizations or the candidates themselves.

### **NOMINATIONS**

**Sponsoring governments are requested to send their nominations to the Indian High Commission/Embassy in their countries by 10 September 2005 in the prescribed form given in this brochure.**

In view of wider participation as per the experience of earlier programmes, it may not be possible to accommodate more than two nominees from any country.

NOTE 1– Nominations are not to be submitted to the National Institute of Training for Standardization directly.

NOTE 2 – Nominations in the prescribed forms should be submitted sufficiently in advance to avoid subsequent problems.

NOTE 3 – Detachable form for both ITEC/SCAAP is given in the brochure. The same or its photocopies can be used. It can also be downloaded from our website. The form for Colombo Plan Cooperation Scheme Fellowship may be obtained from Indian High Commission/ Embassy.

### **SELECTION**

The Government of India together with NITS will select participants from the applications received.

Immediately after the selection has been made, same would be intimated by fax or e-mail to the concerned Indian Mission, who would confirm the candidate's agreement by return fax or e-mail.

NOTE - Withdrawal at too late a date will deprive other candidates of the possibility to attend as standby candidates might not be alerted in time.

## **ACCOMMODATION**

Accommodation will be provided in the Hostel block of NITS.

## **DATE OF ARRIVAL**

The programme will commence on 10 October 2005 and the participants are requested to make their travel plans so as to **reach the venue latest by 9 October 2005.**

## **LEISURE-TIME ACTIVITIES**

Weekends are free to enable participants to deal with personal matters, go shopping and to pursue their own interests. Visits to museums and other places of interest in and around New Delhi will be organized.

## **VISA**

Before coming, a participant should obtain visa for India from the Indian Mission. The visa should be valid for the whole period of the programme. Immediately after the completion of the programme, the participants are required to go back to their own countries.

## **ADDITIONAL INFORMATION**

The venue of the training programme in India will be the NITS building at NOIDA, which is located approximately 20 km from the BIS Headquarters at Delhi and 50 Km from International Airport. The temperature in October will be around 30°C, going down to about 20°C in December. The participants, particularly those from Latin America and Africa, should immunize themselves against yellow fever at least 10 days in advance of their entry into India and bring along with them a certificate to this effect.

The arrangement for receiving the participants at the IGI Airport, New Delhi and transport to the place of stay will be made, if prior information is made available regarding date and time of arrival, flight number, etc.

**For further details, please contact:**

**Training coordinators**

**Mr. Anupam Kaul**

**Director & Head**

**National Institute of Training for Standardization (NITS)**

**Bureau of Indian Standards**

**A-20 & 21, Sector-62 (Institutional Area)**

**NOIDA (Near New Delhi) 201 301 (UP) INDIA**

**Telephone(s): 91-120-2402201 to 07**

**Fax: +91-120-2402202, 03**

**Ms. Archana Rohela**

**Joint Director**

**E-Mail: [nits@bis.org.in](mailto:nits@bis.org.in); [hnits@bis.org.in](mailto:hnits@bis.org.in)**

NOTE - Information on this training programme and other programmes can also be obtained from our Website at: [www.bis.org.in](http://www.bis.org.in).

**APPLICATION FORM FOR ITEC/SCAAP FELLOWSHIP  
(To be submitted to Indian Mission/Embassy of Accreditation)**

**BRIEF PARTICULARS OF ITEC/SCAAP NOMINEE**

(To be filled in by the Officer responsible for the ITEC/SCAAP work in the High Commission/Embassy of India)

1. Full name :
2. Nationality :
3. Name of Employer and :  
Parent Department
4. Designation
5. Name and Place of Training :  
Institute in India
6. Name of Training Course :
7. Duration :

I, hereby recommend the candidate for training in India under the ITEC/SCAAP Programme.

PLACE:

SIGNATURE

DATE:

NAME

**DESIGNATION**

**SEAL**

**(TO BE RECOMMENDED ONLY BY  
HOM OR CDA)**

N.B.

While recommending and forwarding the nomination form the Indian Mission should ensure that:

- (i) Nominee has not availed of training facilities under ITEC/SCAAP Programme in past.
- ii) Application forms, duly complete in all respects are forwarded, in duplicate.
- iii) Application form should reach the TC Division, Ministry of External Affairs at least two months before the commencement of the course.

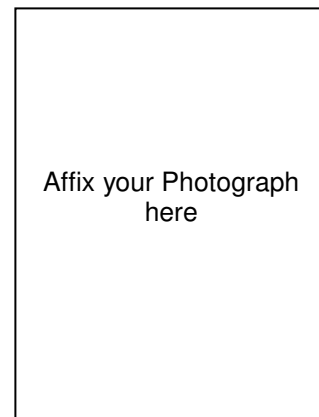
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KINDLY NOTE THAT INCOMPLETE/INCORRECTLY FILLED APPLICATION FORMS  
ARE LIABLE TO BE REJECTED.

**ITEC/SCAAP TRAINING FORM**  
**Government of India**  
**Ministry of External Affairs**  
**(TC Division)**

Name of the Institute:

Name of the Course:

Duration of the Course:



**PART -I**

**(To be completed by the nominee)**

**1. Personal Particulars**

a) First Name:

b) Middle Name:

c) Last Name/Surname:

d) Nationality:

e) Date of birth:

f) Sex:

g) Marital status:

h) Residential Address:

(Including Email/Fax)

i) Name, Address and Tel. No., Fax, Email of person to be notified in case of emergency

**2. Educational/Professional Qualification(s):**

<b>Particulars of Degree/ Diploma/ Certificate</b>	<b>Year</b>	<b>Name of Educational Institution</b>	<b>Grade/Division</b>

**3. Details of Employment**

<b>Name of position</b>	<b>Year/ Period</b>	<b>Name of Organization</b>

**4. Are you an employee of government/quasi-government/private company or self-employed?**

**5. Name, Address and Telephone Number of your present employer**

Name	Address

**6. Details of courses attended, if any, outside your country to upgrade your technical/professional skills:**

Name of the country	Name of the course and Its duration	Year

**7. State briefly, in about 100 words, the reason, both personal and professional for your interest in receiving the training**

**DECLARATION**

I,.....  
(FULL NAME IN BLOCK LETTERS)  
of ..... hereby  
declare  
(COUNTRY)  
that the statement made by me in PART -I of this form is true, complete and correct to the  
best of my knowledge and belief.

(SIGNATURE OF THE NOMINEE)

**UNDERTAKING**

If accepted for training, I, hereby undertake:

- (a) to carry out such Instructions and abide with such conditions as may be stipulated by both the nominating and the host Government in respect of the training;
- (b) to follow the course of study or training and abide by the rules of the institution or establishment in which I will be trained;
- (c) to submit the progress report which may be prescribed;
- (d) to refrain from engaging in political activities, or from any form of employment for profit or gain;
- (e) to return to my home country at the end of my course of study or training.

I also fully understand that if I am accepted for training it may be subsequently withdrawn if I fail to make adequate progress or for any other cause as determined by the host Government.

Place:

Date:

(SIGNATURE OF THE NOMINEE)

**PART-II**

**To be completed by the official authorized by the  
Nominating Government**

I, on behalf of the Government of .....

Certify that:

- (a) I have examined the educational, professional and other certificates stated by the nominee in Part -I of this form and I am satisfied that they are authentic and relate to the nominee.
- (b) I have examined the medical certificates and X-ray reports produced by the nominee which state that he is medically fit and free from any infectious disease, such as AIDS and yellow fever and that having regard to his physical and mental history there is no reason to presume that the nominee is other than medically fit to undertake the journey to India and to remain under training in that country.
- (c) The nominee has sufficient knowledge of spoken and written English to enable him to follow the course of training for which he is being nominated.
- (d) The nominee has not availed of ITEC/SCAAP training facilities in India in the past.

I, nominate .....

on behalf of the Government of .....

Place:

Signature.....

Date:

Name .....

Designation .....

Department/:.....

Organization

(OFFICIAL SEAL)