



MiChem Dynamics
LEADING CHANGE

MANAGEMENT OF EQUIPMENT, FACILITIES AND PROCUREMENT IN LABORATORIES TRAINING

Managing a laboratory requires a diverse set of skills to ensure that equipment is well-maintained, facilities are up to standard, and procurement processes are efficient. This comprehensive training course is designed to equip laboratory team members with the knowledge and tools necessary to excel in these critical areas.

Through a combination of lectures, practical exercises, and case studies, participants will gain a deep understanding of best practices in laboratory management.



THE COURSE WILL RUN OVER A PERIOD OF 3 DAYS

LEARNING OUTCOMES:

- Efficiently manage the lifecycle of laboratory equipment, from acquisition to disposal.
- Implement effective maintenance and calibration protocols.
- Design and manage laboratory facilities to optimize workflow and ensure safety.
- Develop and execute procurement strategies that meet budgetary and operational requirements.
- Ensure compliance with relevant regulations and standards.

WHO SHOULD ATTEND THIS COURSE:

- Laboratory managers and supervisors
- Laboratory technicians and technologists
- Quality assurance and compliance officers
- Facility managers
- Procurement officers in scientific and research institutions

MINIMUM ENTRY REQUIREMENTS:

- Fluency in English writing and reading skills.

TUITION:

- Training material included (English)
- Certificate of attendance or competence (based on outcome of assessment) will be issued on successful completion of training.

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COURSE OVERVIEW:

DAY 1

- Introduction to Laboratory Management
- Equipment Management
 - Equipment Lifecycle Management: Selection and Acquisition
 - Installation and Commissioning of New Equipment
 - Maintenance and Calibration: Procedures and Best Practices
 - Troubleshooting and Repair Strategies
 - Equipment Inventory Management: Tracking and Documentation
 - Decommissioning and Disposal of Outdated Equipment
 - Quality Management System (QMS) documents related to Facilities Management

DAY 2

- Facilities Management
 - Principles of Effective Laboratory Design
 - Workflow Optimization and Safety Considerations
 - Environmental Controls: HVAC Systems and Air Quality Management
 - Temperature, Humidity, and Contamination Control
 - Safety and Compliance: Regulatory Requirements (OSHA, ISO, etc.)
 - Implementing Safety Protocols and Emergency Procedures
 - Waste Management and Disposal
 - Quality Management System (QMS) documents related to Facilities Management

DAY 3

- Procurement Management
 - Procurement Planning: Identifying Needs and Setting Priorities
 - Supplier Management: Identifying and Evaluating Suppliers
 - Establishing and Maintaining Supplier Relationships
 - Purchasing Processes: Purchase Orders and Documentation
 - Inventory Control and Stock Management
 - Strategies for Cost Reduction and Efficiency
 - Quality Management System (QMS) documents related to Procurement Management
- Course Review and Assessment
 - Recap of Key Concepts and Takeaways
 - Participant Feedback and Reflections
 - Written Assessment (test)

