Number: 305 **Advanced Systems, Inc. Course**

Registration Form

(Please complete all information)

To register by email, send a note to Advanced Systems, Inc., (mmoore@advancedsys.com) and indicate that you would like to register for the "Field Sampling and Measurement Organization Assessments – Basic Assessor Training". Course offered in **Palatine, Illinois** on **March 19-21, 2012**. **PLEASE SIGN UP BY**: March 12, 2012.

Mail the completed form to: Advanced Systems, Inc.

PO Box 8032
Newark, DE 19714

Facsimile: 720 293-3706

For Questions Email: mmoore@advancedsys.com

This Course will be held: 500 W. Wood St., Palatine, Illinois 60067
For directions please use Google Maps

Please enroll me in the following Course:

MARCH 19 – 21, 2012

3 day course "Field Sampling and Measurement Organizations Assessments – Basic Assessor Training"
Course starts at 8:00 a.m. each day

Price per person: _____ (One form per person) Total: _____

$550 per person – Course sponsored by Clean Air Engineering

This is a special discounted price. Each Student must purchase a copy of the TNI FSMO Standard Volume 1 with ISO language. Please read all details in this announcement to know the materials to study!

Prerequisite: *Students must read the 2007 FSMO TNI Standard before coming to class. A pretest will be given at the start of class to ensure the students familiarity with these standards.*

Name: _____

Title: _____

Company/Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Registration Total:
$ _____

Payment:

(Payment requested prior to the beginning of the course. No refunds for cancellations made one week prior to the course offering. Checks must be received prior to issuing certificates and are requested prior to attendance.)

☐ Payment Enclosed (Check or Money Order payable to Advanced Systems, Inc.)

Charge my: ☐ MasterCard ☐ Visa ☐ AMEX

DO NOT FAX OR EMAIL IF USING CREDIT CARD

Account #: _____ Expires: _____

Name of Cardholder: _____

Signature: _____ Date: _____

Advanced Systems conducts training for environmental sampling, quality control, laboratory operations and field operations and designs Quality Systems based on the ISO 9000 Quality Management System Standards and ISO/IEC 17025 Laboratory Technical Competence and Management System Standards.

OBJECTIVES OF COURSE

This course provides examples and a basic understanding of the assessment processes, within the National Field Activities Accreditation Program (NEFAP) framework. The basic principles for assessing field sampling and measurement organizations (FSMOs) are presented. A summary of the 2007 TNI FSMO standards and practical examples for implementation are an integral portion of this training course.

The rationale for assessing must be based on proven quality principals that allow the determination of adherence to the defined system. The system standards used during this course are the TNI FSMO sector standard, and the ISO/IEC 17025 "*General Requirements For The Competence Of Testing And Calibration Laboratories"* standard. Conducting an assessment using quality principles and techniques allows personnel with a basic science background to assess operations and assure conformance to the stated management system.

The course presents the fundamentals of how to assess FSMOs. These fundamentals include:

- Understanding the difference between assessments, audits, registration and accreditation
- Effective auditing tips and techniques for field operations
- How to: evaluate findings, prepare, and present the assessment report
- Evaluating corrective action and customer notification requirements.

The course also will provide personnel with guidance on assessing quality assurance/quality control (QA/QC) requirements to acquire technically and legally defensible environmental data from FSMO operations. The list of references will further your understanding and provide specific information.

COURSE BACKGROUND

Accreditation of FSMOs is based on a single set of standards developed by The NELAC Institute (TNI). Members represent federal agencies, state programs and the private sector. This single standard presents uniform requirements for all Field Sampling and Measurement Organizations (FSMOs).

The standard developed by TNI incorporates the International Standards Organization (ISO) quality standard ISO/IEC 17025:2005, "General Requirements for the Competence of Calibration and Testing Laboratories." The standard includes all quality assurance (QA) policies and quality control (QC) procedures that must be presented in a QA Manual to help ensure and document the quality of the sampling process and analytical data generated in the field.

FSMOs seeking accreditation under NEFAP must assure implementation of all QA policies and the essential applicable QC procedures specified in Volume 1 of the TNI standard. The QA policies are applicable to FSMO regardless of the size and complexity.

The NEFAP standards may be downloaded from the web at www.nelac-institute.org. Click on "TNI Standards", to find the 2007 TNI Standards. The ISO/IEC 17025:2005 standard (Volume 1) and ISO/IEC 17011 standard (Volume 2) are purchased with the full version of the 2007 TNI standard.

http://www.nelac-institute.org/standards.php#pab1_2

COURSE AGENDA

Day 1 – March 19, 2012

Chapter 1: Introduction to Standards

- TNI Standard – Overview of History
- Overview of Assessment Process
- Conformance to Standard, Methods, Procedures

Chapter 2: Assessor Conduct

- Ethics
- Interviewing
- Field Safety and Health

Chapter 3: Assessment Process

- Planning, Conducting, Reporting
- Checklist
- Writing NCRs

Day 2 – March 20, 2012

Chapter 4: Management System Elements

- Organization, Administration
- Improvement, Preventive Action
- Corrective Action, Internal Audits, Management Review
- Documentation
- Records, Paper and Electronic

Chapter 5: Management System Technical Elements

- Personnel
- Method Selection ASTM D7036 will be reviewed
- Quality Control
- Proficiency Testing
- Traceability-Methods, Sample, Data, Standards, Process
- Sampling Plans

Day 3 – March 21, 2012

Chapter 6: Laboratory Assessment

- Documentation and Field Records Review

Chapter 7: Conclusion

- Questions and Final Comments
- Scoring
- Final Examination
- Review of Final Examination

COURSE NOTES

Course starts promptly each day at 8:00 a.m.

Lunch is scheduled for 1 hour at noon each day. More or less time will be allowed depending on groups decision.

Lunch is provided by Clean Air Engineering

Class ends each day at 5:00 p.m.

Students must stay until the end to complete the course.

Day 1 and Day 2 students should prepare for the final exam each evening.

At the end of Day 1 and Day 2, students should prepare for the final exam by reading and reviewing the course materials.

Final Exam

You must obtain a 70% score to "successfully complete" the course.

All students receive a certificate of course attendance if not successful in completing the examination.

Students with test scores of greater than 70% receive a certificate of course completion.

This course is not endorsed or approved by TNI, NEFAP or NELAP. It is up to the accreditation body to approve a basic assessor-training course in order to qualify its assessors.

This course was prepared in accordance with the TNI standard and the relevant parts of the TNI training guidance document.

BRING TO CLASS:

a. Hard copy of the 2007 TNI FSMO Standard Volume 1 with ISO language (www.nelac-institute.org to purchase standard with ISO language)

b. Hard copy of the 2007 TNI FSMO Standard Volume 2 without ISO language.

c. Checklist and other class materials emailed to you prior to the start of the class.

d. ASTM D7036 – latest draft revision

The student must print the standard and carry the hard copy to class. Computer use during the exam is not allowed. This exam is open book using hard copy of standard and course materials. (File names: FSMO-V1-2007-Rev0.1.pdf and FSMO-V2-2007-Rev0.1.pdf)

Students should come to class knowing the contents of the TNI standard elements in order to successfully complete the course.

LOGISTICS

Dates: Three days

Instructor: Marlene Moore, President, Advanced Systems, Inc.

Location: 500 W. Wood St.
Palatine, Illinois 60067
(847) 654-4569

Parking: Available at the site. Informal car pools will be provided to shuttle students from the Hampton Hotel to course location if needed.

Hotels: Several Hotels are available in the area,
The closest: Hampton Inn, 21660 W. Lake Cook Rd. Deer Park, IL
(847) 726-0500

Hours: 8:00 AM to 5:00 PM

Lunch, coffee, soda, water and break foods provided by Clean Air Engineering

For site logistic questions please contact: Scott Evans, Clean Air Engineering, Clean Air Engineering, sevans@cleanair.com

For course information and registration contact: Marlene Moore Advanced Systems, Inc., mmoore@advancedsys.com