



LABORATORY EXCELLENCE, SAFETY AND ACCREDITATION

Sample Management, Chain of Custody, and LIMS Administration

3 day course

Classroom, online or in-house

Course overview

A laboratory can run a perfect analysis on a sample whose identity nobody can prove, and the result is worthless the moment it is challenged. This course covers the discipline that prevents that. Delegates work through sample identification, labelling and the unique identifier that must survive every transfer, and the receipt checks that decide whether a sample is fit to test at all. Chain of custody is treated properly: who held the sample, when, and the documentation that stands up in a dispute or a court. Storage, preservation and holding times are covered, including what happens to a result taken outside them. Sub sampling, aliquots and retention samples follow. Laboratory information management system configuration is addressed: workflows, specification limits, user roles and audit trail. Data integrity is covered directly. The course closes on disposal, on non conformance handling and on preparing for an accreditation assessment.

What you will learn

- Identify and label samples so the identifier survives every transfer
- Apply receipt checks that determine whether a sample is fit to test
- Maintain a chain of custody that stands up under challenge
- Control storage, preservation and holding times
- Manage sub sampling, aliquots and retention samples
- Configure workflows, limits, roles and audit trail in a laboratory system
- Protect data integrity, handle non conformances and satisfy an assessor

Who should attend

- Sample reception and logistics coordinators
- Forensic and legal laboratory personnel
- LIMS administrators and laboratory informatics staff
- Quality assurance officers responsible for data integrity

Course outline

- 01 A perfect analysis on an unproven sample
- 02 Identification, labelling and unique identifiers
- 03 Sample receipt and acceptance criteria
- 04 Chain of custody documentation
- 05 Storage, preservation and holding times
- 06 Sub sampling, aliquots and retention
- 07 Laboratory system configuration and audit trail
- 08 Data integrity, non conformance, disposal and accreditation

Upcoming dates



Dates	Venue	Format	Fee per delegate
19 to 21 October 2026	Lusaka, Zambia	Classroom	USD 995
6 to 8 January 2027	Accra, Ghana	Classroom	USD 995
25 to 27 January 2027	Dar es Salaam, Tanzania	Classroom	USD 995
8 to 10 February 2027	Online	Online	R6,500

Fees and how to register

This 3 day course is **R6,500** per delegate online, **R14,950** in the classroom in South Africa, Botswana, Namibia, Lesotho and Eswatini, and **USD 995** in the classroom elsewhere in Africa. In-house training is quotation on request. Book 2 or more delegates on this course and save 10%.

To register or request an in-house proposal, visit www.afrisciencegroup.com, email info@afriScience.co.za, or WhatsApp us on **+27 63 479 1136**.

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