

ISO 9001:2008 DOCUMENTATION

2-DAYS WORKSHOP

The key to creating a dynamic quality system lies in properly understanding the requirements of the ISO 9001:2008 standard and designing a documentation system which is suitable for the needs of an organization. The documentation system, in any form and medium, requires proper identification of needs at different tiers of an organization for documents as well their control.

This course, spread over two-days, is designed to give a thorough understanding of the standard requirements for documentation and hands-on training in designing, writing and control of documents.

This Workshop style course will cover:

- Detailed interpretation of ISO 9001:2008 standard clauses related to documentation requirements.
- Documents Control
- Records Control
- Process Mapping
- Writing Quality System Procedures.
- Standard Operating Procedures / Work Instruction / Quality Plans
- Writing quality system manual
- Dealing with Obsolete documents
- Control of external origin documents
- Documents management within the organization
- Electronic documents and their control

Training Methodology: This course is based on participative and accelerated learning techniques.

Course Material: The course material in form of a course folder will be given to each

participant. This will also include the ISO 9001:2008 standard.

Course Certificate: Each participant will be entitled for a training certificate.

Course Facilitators: Course facilitators are highly capable and qualified quality assurance practitioners with practical industrial and managerial experience, especially in implementing the quality techniques.

Training Timings: The training will commence at 0800 hrs and terminate at 1600 hrs on both days. In between there will be two 15 minutes coffee breaks and one 45 minutes lunch break.

For further details, fee or quotation, please contact:

Training Coordinator
AQTS Inc.
Phone: 281 565 2447
Fax: 713 481 8434
Email: Sales@aqts-usa.com