

BECOMING AN EFFECTIVE MANAGEMENT REPRESENTATIVE

2-DAYS INTERACTIVE TRAINING

Role of Management Representative is critical for the development, implementation and continual improvement of a Quality Management System. The position of Management Representative is also considered as a knowledge support for whole organization, therefore Management Representative should be equipped with necessary knowledge and tools of quality management including understanding of ISO 9001:2008 standard.

This interactive in-house training is designed to provide knowledge and skills necessary for becoming an effective Management Representative in accordance with ISO 9001:2008 standard. This training will create understanding of the relevant requirements of a quality system given in ISO 9001:2008 standard in detail and as well as other requirements in general.

The training provides interpretation of the concepts given in ISO 9001:2008 standard as well explanation of its' various clauses with examples.

The course contents will cover;

- Role of Management Representative
- Interpretation of ISO 9001:2008
- Writing Quality Policy and objectives
- Quality Management System Planning
- Effective management of System documents
- Documents and records Control

- Developing and implementing tools for measurement and monitoring of the processes
- Data analysis and presentations
- Continual Improvement processes
- Planning and conducting effective Management Review meetings.
- Internal audits planning, control & follow up
- Planning and managing external audits

Training Methodology: This course is based on one-on-one method and follows accelerated learning techniques.

Course Material: The course folder will be provided to the MR.

Course Certificate: MR will be entitled for a training certificate.

Course Facilitator: Course facilitator is a capable and qualified quality assurance auditor with experience in implementing the quality techniques.

Training Timings: The training will commence at 0800 hrs and finish at 1600 hrs.

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