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Documenting ISO 9001:2015

Course No. 101B

This course has been designed to help you understand all documentation needs of the ISO 9001:2015 standard and how to make documents simple, user-friendly and robust.

Course Benefits

- Better internal Management
- Increase in efficiency, productivity and profit
- Improved customer retention and acquisition
- Consistent outcomes, measured and monitored

Prerequisites

None

Duration

Two Days (14 hours)

Learning Objectives

At the end of this course, attendees will be able to:

1. Understand the backdrop of changes in ISO 9001:2015
2. Understand the new ISO structure
3. Learn different methods of documentation
4. Understand the new exclusion clause
5. Understand the documented information changes introduced
6. Understand the changed objective of ISO 9001:2015 for documentation
7. Learn about creating a good document and its various essential requirements
8. Understand the requirements when transiting from ISO 9001: 2008
9. Learn value add useful documentation tips not covered by the standard but help build sound QMS
10. Documentation Workshop- flow charts, process maps, video/pictures/audio,

Topics Covered

- Introduction
- Terms and Definitions
- Understand the ISO 9001:2015 Standard
- Documentation Management in ISO 9000:2015
- Types of documents
- Structured Rules
- Process Approach



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Instructor

The seminar leader will be a Certified Lead Auditor and documentation expert with over 20 years' experience in implementing these methodologies.

Who Should Attend?

Auditors, engineers, managers and people interested in learning how to document and implement any management system.

For More Information:

Contact Training administrator: training@qpsinc.com , Telephone: (508) 786-0777