

Manila Office

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ISO 9001:2015 Documented Information

(For Inhouse Training Only)

The Documented Information is information required to be controlled and maintained by the organization and the medium on which it is contained.

TARGET PARTICIPANTS

Document / Records Controllers or Custodians, Quality Practitioners, Quality Management Representatives, QMS Process Owners, Internal Quality Auditors, ISO Team.

COURSE PRE-REQUISITE

Participant has awareness in ISO 9001:2015 gained from training or experience

OBJECTIVES

- ✚ To develop a simplified set of standards that will be equally applicable to small as well as

medium and large organizations and for the amount and detail of documentation required to be more relevant to the desired results of the organization's process activities

- ✚ To allow organization's flexibility in the way it chooses to document its quality management (QMS)
- ✚ To enable each individual's organization to determine the correct amount of documented information needed in order to demonstrate the effective planning, operation and control of its processes and the implementation and continual improvement of the effectiveness of its QMS

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COURSE OUTLINE

I. Objectives of the ISO 9001 revision

II. Documented Information

1. ISO Definition
2. Uses/Benefits

III. Documented Information for ISO 9001:2015

1. Documented information to be "maintained"
2. Documented information to be "retained"

IV. Creating and Updating

1. Identification
2. Format
3. Review and approval

V. Control of Documented Information

1. Distribution
2. Access
3. Storage
4. Control of changes
5. Retention
6. Disposition

VI. Question and Answer

VII. Workshops

DURATION: 1 whole day

TIME: 9:00AM to 5:00PM

AMOUNT: To request for a quotation