

Organizing ISO 9001 documents that will be used

General Information	
Objectives:	To provide the knowledge and skills necessary for the creation, organization and management of documents that are a valuable tool for process owners and a recognized asset for the organization
Suitable for:	Management Representatives; documentation specialists; Quality Managers and Department Managers
Certification:	The successful completion of an "open book" test results in a certificate of recognition of the capability to create effective document systems
Topics	
<ol style="list-style-type: none"> 1. Requirements of ISO 9000 Standards Documenting an ISO 9001 Quality Management System requires knowledge of the requirements of the Standard. This segment reviews the compliance requirements of ISO 9001:2000 and the improvement opportunities of ISO 9004:2000 2. Quality Manual Collecting information for the Quality Manual. Developing a Process Map. Identifying the organization's policies and objectives. Preparing the Quality Manual 3. Required Procedures Identifying the Procedures required by the ISO 9001 Standard. Developing and documenting the Procedures to comply with ISO 9001 Standards and meet the operational requirements of the organization. 4. Process documentation Identifying the Key Functions of the organization. Identifying the processes used by these Key Functions. Determining the goals for the interactions of the Key Functions. Establishing the level of detail of the documents required by each Key Function. Documenting the processes, their goals and interactions so that they are "owned" by their users and meet the requirements of ISO 9001 Standards. 5. Organizing process documents Organizing the process documents (including interactive documents) in a manner that makes them easy to use, easy to change and auditable 6. Changing process documents Making sure that documents that need to be changed can be changed. Identifying trends in the changes to documents. Using this trend information to improve the documentation system 7. Document Control The challenges of implementing a Document Control Procedure 8. Electronic Systems The use of electronic systems in the management and control of documents and records 9. Evaluation Evaluating the effectiveness of an organization's documentation system from the viewpoint of: functionality; user friendliness; maintenance and resources requirements <p style="text-align: right;">Click Browser Back button (in upper left corner) to Return.</p>	