

COURSE OUTLINE: ISO 9001:2000 DOCUMENTATION COURSE

Course objectives:

The objective of this course is to provide delegates with the knowledge and skills needed for the development and maintenance of the documentation necessary to ensure an effective quality management system, tailored to the specific needs of an organization.

Course Contents:

- Documentation requirements of BOS ISO 9001:2000
- The sequence and interaction of processes required by BOS ISO 9001:2000
- Writing formats
- Process diagrams
- Procedures, work instructions, forms and quality records
- Document control system
- Quality Manual

Requirements:

Applicants should have successfully completed the BOBS' Implementation of a Quality Management System according to BOS ISO 9001:2000 course or equivalent.

Target Group

Managers, Supervisors and staff involved in quality management system implementation.

Course Assessment

To successfully complete the course, participants have to pass a written test. Participants will also be evaluated through continuous assessment.

Length of course: 3 days

Course fees: As advertised