

ISO 9001:2008 Document Control System – Overview Including Producing Lean Documentation

Duration: 1 day

Course Description:

This course provides you with the basic skills needed to develop a documentation system that meets and exceeds the requirements of all of the ISO standards. It includes how to minimize your documentation and make your processes and work instructions easy to use.

Audience:

This course is designed for any business professional or private individual who needs knowledge in process development and document control to meet ISO requirements.

Prerequisites: None

Topics:

LESSON 1: WHAT ARE ISO THE DOCUMENT CONTROL REQUIREMENTS

- What is the document structure
- Objectives
- Processes / Procedures
- Work Instructions
- Records, Specifications, Support Documents

LESSON 2: IDENTIFYING DOCUMENT REQUIREMENTS

- Identifying Key Business Activities
- Setting up a document structure

LESSON 3: USING FLOWCHARTS TO SIMPLIFY AND MINIMIZE DOCUMENT SIZE

- Basic flow charting
- Process
- Work Instructions
- Setting up the overall document template

LESSON 4: PUTTING IT ALL TOGETHER

- Completing the documentation structure
- Defining the Document Control Process