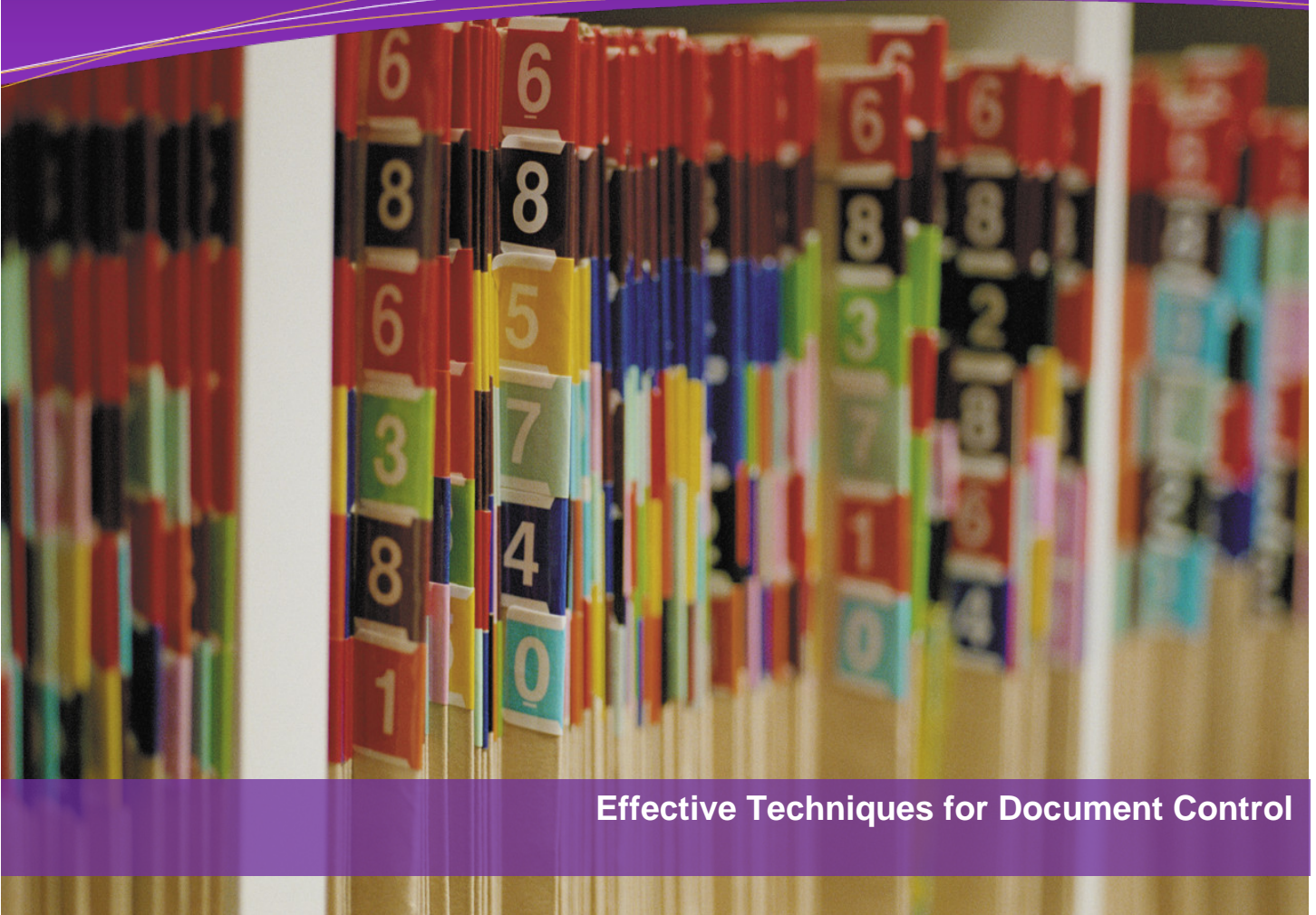


Elco Learning & Knowledge Center

Building Capability to Learning Edge



Effective Techniques for Document Control

Document Control System is a very important aspect of any management system. Without adequate document control, a company can suffer great losses resulting from the use of obsolete documents as references to carry out jobs, operations or productions. With excessive document control however, company's personnel will feel that the documents intended to help them to carry out jobs are additional burdens that cripple them.

In fact, the extent of Document Control System is very much dependent on the size of the organization, the complexity of the processes as well as the competency of the employees.

QM-104 Effective Techniques for Document Control

COURSE OBJECTIVES

The course has been designed to fulfill the following objectives:

- To understand the proper interpretation of Document Control System suitable to your Quality, Environmental or Occupational Safety & Health Management System.
- To be able to develop an effective and efficient Document Control System to the company's size, culture, complexity and needs

TRAINING APPROACH

This practical course combines classroom teaching, practical exercises, group discussion and Harvard-Style case study with actual factory based projects to provide a complete action learning experience. The course has been designed to enable all participants leave the training with a set of new knowledge, tools, skills and direct experience of how to implement Effective Document Control System in a real company setting.

COURSE DURATION

This is a one day course running from 9.00am to 5.00pm

COURSE LEADER

The course leader is an experienced and qualified trainer. He is a practicing quality consultant. He is chosen for his proven industrial experience, technical competency, good communication skills and capability to understand the problem you face.

WHO SHOULD ATTEND

This course is designed for Document Controllers and Quality/ Environmental/ Occupational Safety & Health Management Representative or anyone who has been entrusted to administer the Document Control System in the company.

QM-104 Effective Techniques for Document Control

COURSE CONTENT

Section 1: Introduction

- Course objective
- Course content

Section 2: Understanding the Requirements of Effective Document Control System

- Document control clause for ISO 9001, ISO 14001 & OHSAS 18001
- Difference between documents and records
- Documents needed ISO 9001, ISO 14001 & OHSAS 18001
- Effective document control methods

Section 3: Implementing Effective Document Control System

- Master list for documents
- Document numbering system
- Accessing documents
- Updating documents
- Distribution of documents
- Control of obsolete documents

Section 4: Preventing Nonconformities in Document Control

- Preventing nonconformities against ISO 9001, ISO 14001 & OHSAS 18001 requirements

Section 5: Document Control in Electronic Medium

- Advantages
- Issues to consider
- Establishing document control in electronic medium
- Problems



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