

MANAGEMENT SYSTEMS DOCUMENTED INFORMATION

TRAINING COURSE

SGS ACADEMY

COURSE DESCRIPTION

Managing management system (MS) documented information, which includes documents and records, is a challenging task for anyone involved to ensure its conformance and effectiveness. The purpose of this course is to provide you with an understanding and an insight into the documented information requirements of any management system (MS), e.g. ISO 9001, ISO 14001, 45001, etc. However, this course does not address MS standards in detail.

FACE TO FACE: 1 day

VILT: 8 hours

LEARNING OBJECTIVES

By the end of this course, learners will be able to:

- Gain an overview of management systems
- Interpret the documented information requirements outlined in Annex SL
- Understand the document requirements of a MS
- Control and manage documented information to improve a MS regardless of discipline type
- Discuss the process to write work instructions/ SOPs

PRIOR KNOWLEDGE

Before starting this course, learners are expected to have the following prior knowledge:

- Management systems:
 - knowledge of the structure of an ISO MS standard
 - understand commonly used management systems terms and definitions
 - knowledge of the process approach, PDCA cycle and continual improvement

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COURSE CONTENT

OVERVIEW OF MANAGEMENT SYSTEMS

- Control of documents
- Need for development / modification of MS documents
- Documents and records
- Annex SL
- Process approach

MANAGEMENT SYSTEMS DOCUMENT REQUIREMENTS

- Documented information – documents and records
- MS documentation
- Structuring documents and records

CONTROL AND MANAGEMENT DOCUMENTED INFORMATION

- Documented management controlling information
- Developing documents
- Draft documents
- Review, approve and register documents
- Distribute documents
- Uncontrolled documents and copies of documents

- Recall/destroy documents
- Record management
- Analysis and review of MS documents

WRITING WORK INSTRUCTIONS SOPS

- Standard Operating Procedures (SOPs)
- Importance of SOPs
- Structure of a good SOP
- Seven steps to clear work instructions

COURSE CERTIFICATION



Learners attending the full course duration will be issued with a " Certificate of Attendance".

CONTACT SGS



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