CONTROL OF DOCUMENTED INFORMATION: DI (INTERPRETATION, APPLICATION & IMPLEMENTATION)

ISO Standards

Objective

This program is designed to enable the participants to acquire the practical knowledge and skills in identifying the Documented Information (DI) necessary for ISO 9001:2015 that require documents / records control activities in the context of Annex SL with a view to maintain their Management Systems effectively.

Duration

1 day | 9am – 5pm | 7 hours

Who should attend

This program is designed for Quality Control / Quality Assurance / Technical / Engineering / Management Personnel who are involved in developing and maintaining Management Systems' Documentations.

Course Fees

Member: S$ 486.00
Non-Member: S$ 451.98
Registration Fee of S$17.28 apply
All fees stated are inclusive of 8% GST

Award of Certificate

Certificate of Completion

Course Contents

- Purpose and Use of Annex SL In Establishing A Management System Requirements
- Definition of DI In The Context Of ISO 9001:2015 / ISO 14001:2015
- Categories & Types of DI In The Context of ISO 9001:2015 / ISO 14001:2015
- Review & Determine The DI Required By ISO 9001:2015 & ISO 14001:2015
- Classification of Documents: Controlled Copy & Uncontrolled Copy
- Compilation of DI: Level 1 / Level 2 / Level 3 Documents
- Assignment of Documentation Number To Differentiate Various Types & Various Level of Documentation
- Assignment of Version Number or Revision Number To A Revised Document
- Review & Approval of Documents Prior To Issue
- Review & Re-approval of Revised Document Prior To Release
- Management of Revised Documents through Identification of Revision Status
- Withdrawal & Distribution of New / Revised Documents
- Classification and Control of External Documents
- Control of Obsolete Documents
- Documented Procedure on "Control of DI" Required By ISO 9001:2015 & ISO 14001:2015 (Ref: Clause No. 7.5.3)
- Class-room Assignments & Discussion

Please refer to this URL
https://www.sqi.org.sg/courses/
or QR Code for soft copy
and updated training schedule

Membership Application

Register membership online at **www.sqi.org.sg/membership-join/** or contact us to get the membership application form.

Membership Categories:
~ Organisation membership
~ Individual membership

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TÜV SÜD
CERT NO : 2012-1-0918
ISO 9001 : 2015

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