

## COURSE TITLE

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

## OBJECTIVES

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.



SINGAPORE  
QUALITY  
INSTITUTE

## 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' documentation.

## Introduction

Documented information needed to be maintained by the organization for the purposes of establishing a QMS, communicating the information necessary for the organization to operate and providing evidence of result achieved (records)

## Course Fees

Member: S\$458.89

Non-Member: S\$507.94

All fees stated are inclusive of Registration Fee and 9% GST

# 2026

Course Brochure

ISO STANDARDS  
COURSES  
- CONTROL OF  
DOCUMENTED  
INFORMATION

## 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 Document: Controlled Copy & Uncontrolled Copy
- Compilation of DI: Level 1 / 2 / 3 Document
- 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
- 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

## TRAINER

This course is conducted by registered lead auditors with IRCA, UK with past certification background and who have accumulated many years of conducting audits on various industries both in Singapore, Malaysia, Indonesia, China, Taiwan and in the region. With the practical case reviews specially arranged, the participants can appreciate the skills learnt through effective conducting and reporting of an audit against the ISO 9001:2015 standard requirements.

## AWARD OF CERTIFICATE

Certificate of Completion will be issued to participants who have attended at least 75% of the course

## DURATION

1 day  
9am – 5pm  
7 hours



## CONTACT

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