

# QMS Documentation Training

## QMS Documentation Training

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 Seminar

 1 Date available

 Certificate of Attendance

 Virtual learning

 8 Lessons

 Available online

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Seminar Number: IDN-N2-VC

Status: 26.09.2024. All current information can be found at <https://academy-id.tuv.com/s/IDN-N2-VC>

Improve your knowledge and skills to develop documentation for quality management systems with this course that has been designed as per the quality management system standard ISO 9001:2015.

Throughout this training, we will break down the concepts and principles of QMS documentation in a simple and straightforward way. Regardless of your background or prior experience, we've made sure that this course is easy to grasp. You will learn about different document types, their purposes, and how they fit into the QMS.

By the end of this program, you will have a strong foundation in QMS documentation, empowering you to contribute to your organization's quality management practices. You will gain the tools needed to implement and maintain an efficient and compliant Quality Management System.

## Benefits

- Understand documentation requirement of ISO 9001:2015.
- Developing documentation to implement ISO 9001:2015
- Improve documentation to enhance effectiveness of quality management system

## Target group

- Quality team
- All Head of division
- Management Representative
- Document Control staff

- Consultant
- SPMI (Satuan Pengawas Mutu Internal)
- People interested in Management Systems

## Requirements

No Prerequisites required. Anyone can complete this course.

## Training outline

1. Documented information requirements in clause 7.5 of ISO 9001:2015
2. Introduction to documentation hierarchy
3. Preparation to establish of ISO 9001:2015 documentation
4. Workshop of documentation development
5. Group presentation

## Other information

For payment and other inquiries, please contact our Sales Executive:

1. Ms. Rezky Citra - (Rezky.Citra@tuv.com | +62 896-1257-3270)
2. Ms. Novia Yulianti - (Novia.Yulianti@tuv.com | +62 814-1350-3255)
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4. Ms. Jesseca Cindy - (Jesseca.Cindy@tuv.com | +62 812-8183-8854)

### **ADDITIONAL INFORMATION**

- Fees are inclusive of training materials and certificate.
- Training fees exclude 11% VAT.

### **CANCELLATION POLICY**

- TÜV Rheinland Indonesia, reserves the right to postpone and cancel public courses.
- Unless cancelled by TÜV Rheinland Indonesia, training fees are non-refundable.
- Participants with late cancellation (five days prior the training schedule) will not be refunded. Full amount of the training fee will be charged and invoiced.

- Transferability: If you are unable to attend, a substitute delegate may attend in your behalf. Please provide the name and title of the substitute delegate

## Event overview and booking

Book your desired date now directly online at <https://academy-id.tuv.com/s/IDN-N2-VC> and benefit from these advantages:

- Fast booking process
- Personal customer account
- Simultaneous booking for several participants.

Alternatively, you can use the order form to order via fax or e-mail.

# Order form Page 1/3

I HEREBY BINDING REGISTRATION FOR THE FOLLOWING SEMINAR:

## QMS Documentation Training

Seminar Number: IDN-N2-VC

Please choose an appointment you would like to book:

- 21/11/2024 - 22/11/2024**, | Event number: IDN-N2-VC-QMS Documentation Training  
Rp 1.500.000,00 (Net price, plus VAT) Rp 1.665.000,00 (Gross price, including VAT)

All further information about the dates can be found at <https://academy-id.tuv.com/s/IDN-N2-VC>.

Please send us **all pages** of the form by fax or email to order the above seminar.

**E-mail:**  
[academy@idn.tuv.com](mailto:academy@idn.tuv.com)

**Phone:** +62 21 397 04 579

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# Order form Page 2/3

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Position Title / Department (optional):

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Street and house number:

ZIP CODE:

City:

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Your internal purchase order number:

Your Tax VAT (optional):

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You can enter an internal purchase order number  
(SAP number)

## Your contact data

We use this data for order confirmation and invoicing.

Salutation:

First Name:

Last Name:

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Email Address:

Phone number (optional):

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## Participant information

I will participate in the seminar myself (contact details as indicated above)

The following person is to participate in the seminar:

Complete only if you are not attending yourself, but another person is.

Salutation:

First Name:

Last Name:

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Email Address:

Phone number (optional):

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Date of birth (optional):

Place of birth (optional):

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## Payment method: Invoice

For consumers, the cancellation policy applies, which you can find under the attached terms and conditions.

I hereby accept the following general terms and conditions of the organizer (<https://academy-id.tuv.com/terms>).

Location, date

Signature

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Please send us **all pages** of the form by fax or email to order the above seminar.

**E-mail:**

[academy@idn.tuv.com](mailto:academy@idn.tuv.com)

**Phone:** +62 21 397 04 579