



ISO 9001:2015 Quality Management System Documentation

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 Seminar

 4 Dates available

 Certificate of Attendance

 Virtual learning

 8 Lessons

 Available online

Seminar Number: PH-C05-ISO9001-Doc-VC

Status: 27.07.2024. All current information can be found at <https://academy-ph.tuv.com/s/PH-C05-ISO9001-Doc-VC>

Dive into the core of quality management with our ISO 9001:2015 Quality Management Systems Documentation Training. Tailored for professionals seeking to master the art of managing documented information, this course offers a deep dive into the essential elements, structure, and benefits of documentation under ISO 9001:2015. From understanding the types and sources of documented information to mastering electronic document management, our comprehensive training equips you with the knowledge to enhance your organization's QMS. Engage in interactive sessions, explore the hierarchy of documents, and learn to control documented information with confidence and efficiency.

Benefits

At the end of the seminar, participants should be able to:

- **Complete Mastery Over Documentation:** Grasp the intricacies of ISO 9001:2015 documentation requirements.
- **Enhanced Compliance and Efficiency:** Ensure your QMS meets global standards while optimizing operations.
- **Robust Document Control:** Learn cutting-edge techniques for managing and controlling documents electronically.
- **Risk Mitigation:** Prevent non-conformities and improve audit readiness through effective document management.
- **Professional Development:** Boost your career by becoming a key player in your organization's quality assurance efforts.

Target group

This training is perfect for:

- **Quality Managers** and **Coordinators**
- **Document Control Specialists**
- **Internal Auditors** and **Compliance Officers**
- **Operational and Departmental Managers**
- Anyone involved in implementing, managing, or improving a Quality Management System.

Requirements

For the most effective learning experience, participants should have:

- A foundational knowledge of quality management concepts and principles.
- An awareness of their organizational processes and operations.
- A commitment to improving organizational performance and quality standards.

No specific educational background is needed, making this course accessible to anyone interested in advancing quality management within their organization.

Training outline

- Introduction
- Review Key Elements and Structure of ISO 9001:2015
- Types and Sources of Documented Information
- Benefits of Documented Information
- Hierarchy of Documented Information
- Documented Information Requirements of ISO 9001:2015 QMS
 - 7.5 Documented Information
 - 7.5.1 General
 - 7.5.2 Creating and Updating
 - 7.5.3 Control of Documented Information
- Electronic Document Management
- Question and Answer

Other information

For payment and other inquiries, please contact Ms. Carla Toralballa, Sales Executive (Carla.Toralballa@tuv.com | +63 998-975-6871).

ADDITIONAL INFORMATION

- Fees are inclusive of training materials and certificate.
- Unless specified in the course brochure, training fees subjected to a 12% VAT.
- All participants are required to pay 50% down payment before the first day of the training.

CANCELLATION POLICY

- TÜV Rheinland Philippines, Inc. reserves the right to postpone and cancel public courses.
- Unless cancelled by TÜV Rheinland Philippines, 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-ph.tuv.com/s/PH-C05-ISO9001-Doc-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.

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I HEREBY BINDING REGISTRATION FOR THE FOLLOWING SEMINAR:

ISO 9001:2015 Quality Management System Documentation

Seminar Number: PH-C05-ISO9001-Doc-VC

Please choose an appointment you would like to book:

- 08/06/2024 - 08/06/2024**, | Event number: PH-C05-ISO9001-Doc-VC-ISO 9001:2015 Documentation (Virtual Classroom)
₹5,000.00 (Net price, plus VAT) ₹5,600.00 (Gross price, including VAT)
- 09/12/2024 - 09/12/2024**, | Event number: PH-C05-ISO9001-Doc-VC-ISO 9001:2015 Documentation (Virtual Classroom)
₹5,000.00 (Net price, plus VAT) ₹5,600.00 (Gross price, including VAT)
- 10/07/2024 - 10/07/2024**, | Event number: PH-C05-ISO9001-Doc-VC-ISO 9001:2015 Documentation (Virtual Classroom)
₹5,000.00 (Net price, plus VAT) ₹5,600.00 (Gross price, including VAT)
- 11/07/2024 - 11/07/2024**, | Event number: PH-C05-ISO9001-Doc-VC-ISO 9001:2015 Documentation (Virtual Classroom)
₹5,000.00 (Net price, plus VAT) ₹5,600.00 (Gross price, including VAT)

All further information about the dates can be found at <https://academy-ph.tuv.com/s/PH-C05-ISO9001-Doc-VC>.

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City:

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Last Name:

Email Address:

Phone number:

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:

Email Address:

Phone number:

Date of birth (optional):

Place of birth (optional):

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-ph.tuv.com/terms>).

Location, date

Signature

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