

# ISO-9001:2015 Awareness & Documentation (ISO9a)/(ISO9d)

This seminar helps companies and organizations establish and maintain a quality management system consistent with the new version of the ISO 9001:2008. Such a system does not only command respect of customers but also assure that the processes are effective and contribute to the overall performance of business. The seminar is divided into two modules namely: Awareness and Documentation.

ISO 9001:2008 Awareness focuses on the 8 Quality Management Principles and the five major Requirements and how the organization must address these Requirements. Documentation discusses the requirements in documenting process and results standards, the Quality Manual and document management.

**Who should attend:** Quality Management Representatives, Documentation Teams, Department Heads, ISO 9000 Internal Auditors

**Facilitator:** Beth Aurin

## Agenda

### Awareness

- You and Your Customers
- What is Quality Management System (QMS)
- ISO 9001:2008 Quality Management System
- QMS Requirements
- Management Responsibility
- Resource Management
- Product Realization
- Measurement, Analysis & Improvement Requirements

**Seminar Fee:** P4,950 + P594 VAT

**Number of days:** 1

**Seminar Dates:** Feb 7'17, April 5'17,  
Jun 16'17, Aug 29'17, Oct 30'17,  
Dec 7'17

### Documentation

- The ISO 9001:2008 Documentation Requirements
- Documenting The System Using the Process Approach
- Business Process Mapping
- Developing Quality Policy, Objectives and Performance Indicators
- Preparing the Quality Manual
- Writing the Procedure
- Developing Support Documents

**Seminar Fee:** P8,500 + P1,020 VAT

**Number of days:** 2

**Seminar Dates:** Jan 30-31'17, Mar 29-30'17, May 15-16'17, Jul 20-21'17, Sept 18-19'17, Nov 20-21'17

**Note: In-house implementation is recommended for these seminars.**