



LMQ-GTr-02 Course Outline

Category:	General Courses
Title:	Documentation of a Quality Management System
Target Group:	Personnel of conformity assessment and accreditation bodies
Duration:	5 days
Key Subjects Covered:	<ul style="list-style-type: none">• Explaining the documentation requirements for management systems of an accreditation and/or conformity assessment body based on the relevant ISO standard.• Clarifying the concept of documentation, the main elements of the documentation system, difference between documents and records, types of documents, importance of documentation, purpose and benefits of documentation to an organization.• Providing guidance on how to write quality manual, policies, procedures, work instructions and forms.
Course Structure:	<ul style="list-style-type: none">• Interactive and requires class participation both as individuals and in teams.• Consists of exercises, case studies, syndicate work, presentations and practical training.
Fees Per participant in AED	5000