

OVERVIEW

Mireaux's Document Control course provides instruction in the creation of a document control system, the different kinds of documents an organization may use, the creation of documents, and how to handle documentation required for ISO as well API Spec Q1 9th Edition and API Spec Q2 compliance. It can also offer instruction in controlling project documentation and in using Mireaux' Web QMS enterprise management software applications related to documentation, including Master Documents, CIP, and NCR.

TARGET AUDIENCE

The target audience for this course includes quality, administrative, or document control personnel who are involved in the design, implementation, and management of their organization's document control system.

LEARNING OBJECTIVES

- Understand the basic principles of document control
- Understand how to design an effective document control system
- Learn to create effective documents
- Learn how to maintain all records required for ISO and API Spec Q1 9th Edition and API Spec Q2
- Understand the basics of project document control (day 4 only)
- Learn how to most efficiently use Web QMS for documentation compliance with ISO and API Spec Q1 9th Edition and API Spec Q2 (day 5 only)

PREREQUISITE

This course is designed for individuals with little to no knowledge of document control.

- For all versions of the course, attendees should bring any of their organization's documents that deal with document control (document control procedures or work instructions, any relevant forms, etc.).
- If Day 5 is desired, attendees should also bring copies of nonconformance reports, corrective and preventive actions, or customer complaints.

COURSE MATERIALS

Students receive comprehensive course manuals with reference materials, including:

- Presentation information
- Case studies
- Workshop exercises
- Forms used throughout the course

LANGUAGE

This course is taught in English. For information on a similar course in Spanish, please contact Mireaux office at 713-589-4680.

SUMMARY AGENDA

The topics in this course include:

Days 1

- Basic Concepts and Benefits
- Responsibilities
- Management System Standards and Document Control
- Common Documents
- Specific Documents
- Lifecycle of a Document
- Creating a Document: Document Numbering, Document Revision
- Review and Approval
- Saving
- Distribution
- Improve
- Obsolete Documents

Day 2

- Commonly Used Acronyms
- Grammar and Content
- Lists
- Punctuation
- Format
- Alignment
- Spacing
- Excel Functions
- Data Validation
- Document Properties
- Table of Contents

Day 3

- Standard Terminology
- Useful Words
- Controlling External Documents
- Audits of Document Control
- Recordkeeping
- Certificates of Calibration & Personnel
- CIPs, NCRs
- Audit Documentation, Management Reviews
- Work Orders

Day 4

- Distinguishing between project and internal documents.
- Types of project documents.
- Numbering project documents.
- Strategies for inter-organizational revisions and approvals.
- Strategies for sending and receiving documents to customer. Learn about transmittals.

Day 5

- Using the Master Documents application on Web QMS.
- Using the Glossary module on Web QMS.
- Using the CIP and NCR applications on Web QMS.
- Handling customer complaints.
- Storing records on Web QMS for calibration, maintenance, employee certifications and training.
- Learn how to update records for internal and external audits as well as management reviews.

CLASS HOURS AND MEALS

The duration of this course is three to five days, from 8:30 AM to 4:30 PM each day.

All of our Public courses include the following:

Meals: Breakfast, lunch, and afternoon snacks.

Drinks: Water, coffee, and sodas available all day.

TEST AND CERTIFICATE

A quiz is administered after certain clauses. A Certificate of Completion is provided to all participants at the end of the class.