



COURSE NAME: Dynamic Document & Change Control Systems Design

QMSrs Internal Ref # E01.4.3

QMSrs Portal Ref # 1418

Delivery Format Online Learning [OL] Self-Paced

QMSrs Identifier ref # E01.4.3 OL 1418

Scan QR Code:



Course Overview

Title: E01.4.3 - Dynamic Document & Change Control Systems Design

QMSrs offers a powerful tool for managing and controlling ALL documentation in your enterprise. It manages and controls all your organisational documentation needs to satisfy and certification standards such as Quality Management Systems (ISO 9001), Health & Safety, and Environmental Management (ISO 14001) and many more.

- No Risk of mistakes in using other than the latest version of a document.
- Simple migration from your existing system.
- The most time and cost-efficient administrative system you can find for updating, approving and distributing your documents.
- No Stationary Costs for managing Quality and QMSrs repository.
- QMSrs tools can manage any document in any location at any time.
- QMSrs Change Request module is a comprehensive solution for change management and control across departments and functions.

The real-time visibility provided by the Change Request software module enables organisations to follow a structured methodology for each change request and track it through its lifecycle from initiation through verification to closure.

It also ensures that the change is disseminated to all concerned entities and leads to the intended outcome, when used in conjunction with quality processes for Document Management, Training, etc.

Aims & Objectives

This course gives an extensive overview of the benefits and features of paperless controls of documentation and the reports you are able to extract with a click of a button

Document Change Request software can be a powerful tool for continuous improvement in the organisation.

Add Value to Customer Business:

- Define and implement standard change management and change control process across the enterprise.
- Accelerate change process as tasks are automatically assigned and tracked from one stage to the next.
- Identify the impact and risk of changes on the business to avoid unintended outcomes.



- Improve coordination in change execution across departments while centrally tracking changes to avoid errors and redundancies.

Target Audience

This course is designed for individuals from diverse organizational functions-operations, quality, logistics, finance, production, engineering and other staff functions.

Personnel from all organisational functions, who will be involved in management specially engineering & consulting personnel. Special interest for Top Management (Company Executives MD's & CEO's).

Who else Should Attend:

- Quality Managers & Practitioners
- Excellence Practitioners
- QSHE Practitioner
- Project Managers
- Continuous Improvement Practitioner
- Strategic Planning & Process Professionals
- Human Resource Professionals,
- Bid & proposal professionals
- Engineering Practitioners
- Supervisors or Management Practitioner

Pre-Requisites for Audience

A combination of the below requirements shall suffice

- BA or BSc in engineering, sciences or business management related subject
- Basic quality qualifications and or experience
- Already working in a Management or supervisory role
- Already working in Quality with Basic Knowledge of ISO 9001:2015
- Black Belt candidates generally have college degrees in industry-related fields, including
- Comfortable with mathematics
- Experience in problem solving
- Microsoft Office tools such as Word and Excel
- Good English level

Course Format/Style

Online Learning [OL] Self-Paced Course Format

- Course will run as and when you have time.
- You can do the course at your own leisure.
- You can log in and log out as many times as your package allows
- You can visit the same course more than once



Daily Schedules

NA for Online Courses. You can visit the same course more than once

Handouts

All students will be supplied with customized course materials. You are able to download the course material for online courses. Online eLearning courses remain accessible for students electronically

Indicative content:

- Introduction
- Definition
- Document Management Process
- Document Change Request Process
- Document Management Work Instruction
- Continuous Improvement
- Dashboard Reports
- Email Notification
- Documentation
- Course Test
- Conclusion

Course Schedules

NA for Online Courses. You can visit the same course more than once

Course Resources

0. Instructor Video Profile

1. Access to All QMSrs Portals

2. Access to Solutions Portal

3. QMSrs Solutions Value-Add

4. Completing and Returning Your Training Course Feedback Form

5. Completing and Submitting Your Course Assignments

6. Confirming Your Course Attendance and Printing Your Certificate

E01.4.3 - Wt - Designing Integrated & Dynamic Document & Change Management System

Contact Us:

Email info@qmsrs.com

Website: <http://www.qmsrs.com>

N.B. This course description is for guidance only and may be changed without notification.