



COURSE NAME: Dynamic Reviews & Record Keeping Systems Design

QMSrs Internal Ref # E01.4.6

QMSrs Portal Ref # 1421

Delivery Format Online Learning [OL] Self-Paced

QMSrs Identifier ref # E01.4.6 OL 1421

Scan QR Code:



Course Overview

Title: E01.4.6 - Dynamic Reviews & Record Keeping Systems Design

A record is an output of specific information that is produced on implementing requirements from a procedure or work instruction. Quality Records are proof that an organisation is complying with its procedures and policies.

A Management Reviews is a very important technique of how the top management of an organisation can assess its performance in terms of the objectives it sets itself, the requirement set by the standard and how its system is operating.

Normally, a management review is a regular meeting of the top management team and uses the information that the organization's systems have derived. It is useful forum to review and revise quality objectives.

Aims & Objectives

QMSrs Management reviews offered a systematic evaluation of the system acquisition, supply, development, operation, or maintenance process performed by or on behalf of management.

Management Reviews are carried out by, or on behalf of, the management personnel having direct responsibility for the system.

Record keeping is a powerful tool for managing and controlling ALL quality records in your enterprise.

- It manages and controls all your organizational quality records need to satisfy and certification standards such as Quality Management Systems (ISO 9000), Health & Safety, Environmental Management (ISO 14000) and many more.
- No Risk of mistakes in using other than the latest version of a quality record.
- Simple migration from your existing system.
- The most time and cost-efficient administrative system you can find for updating, approving and distributing your quality record.
- No Stationary Costs for managing Quality and repository.
- manage any quality record in any location at any time.



- Online Glossary for all your organisational abbreviations.

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
- Management Reviews Process
- Management Reviews Work Instructions
- Record Keeping Work Instructions
- Creating Reviews on a schedule
- Creating Actions
- Managing Reviews
- Continuous Improvement
- Dashboard Reports
- Email Notification
- Documentation
- Course Test
- Conclusion

Course Schedules

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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

E01.4.6 - Wt - Designing Integrated Dynamic Reviews And Record Keeping Management

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.