isoconsult   isoconsult   isoconsults   isoconsults

Course code: Q1203

Document Control System (DCC)

in international standards

Document control center (DCC) is a systematic documentation management framework that helps you structure your management system in compliance with the relevant internaltional standard. This course helps aspiring participants to understand how DCC helps to continual improve organisational management system using its best practice. Participants learn the details of each clauses of the standard requirement to be able to apply within their organization.

OBJECTIVE

- To describe the concept overview of quality system.
- To provide knowledge on quality management system and describe how DCC is applied.
- To explain the importance of DCC in quality management system.
- To build awareness and encourage continual improvement within organization.

CONTENT

- **Session 1: Introduction**
Describe the quality system principles including documentation systems follows PDCA(Plan-Do-Check-Act) cycle.

- **Session 2: Terms and Definitions**
Describe relevant terms and definitions that normally use improvement in quality system and related fields.

- **Session 3: Document control system in term of ISO**
Describe how international standards define documentation including requirement related to DCC. Type and procedure of document controlling.

- **Session 4: Role and responsibility of DCC**
Describe role and responsibility of a nominated staff to take a role of controlling the quality documentation.

- **Session 5: Conclusion**
Conclude and explain step to implement.

Exercise workshop will also be delivered in each key sessions

PREREQUISITES

Basic knowledge in management system is optional. Experience in any industry will be more benefit.

+66(0)889050555
+66(0)909409509
LINE ID: isoconsult

cs.isoconsult@gmail.com
iso.th@outlook.com

Quality Associates Ltd.
80/8 Samwa Road, Bangchan
Khlongsamwa, Bangkok 10510