



BSI Training Academy

Effective Implementation of Documented Information Systems training course

Essential information about the one-day course

Are you responsible for managing documented information?

The latest iteration of management systems standards (such as ISO 9001, ISO 14001 and ISO 45001) are much more flexible about what documents are required.

However, this means it can be difficult to decide which documents and records should be kept to conform and comply with the requirements.

The approaches covered in this one-day training course are easy-to-implement, cost-effective, and are applicable to a range of management systems standards.

Our course agenda

- Explanation and purpose of documented information
- Effects of 'over and under' documentation
- Documentation requirements of standards including ISO 9001, ISO 14001 and ISO 45001
- Identifying documented information in a standard
- Flexibility and interpretation
- The creation, updating and lifecycle of documented information
- Typical structure and controls
- Common issues
- How to determine conformity in audit scenarios

Book today at bsigroup.com/training



On completion, you will be awarded an internationally recognized BSI Training Academy certificate

Effective Implementation of Documented Information Systems training course

Develop your understanding of documented information systems with this one-day introductory training course. You'll learn the practical methodologies for the implementation of management and controls regardless of media type.

Make sure this is the right course for you.

Who this course is for:

Anyone involved with the development, maintenance or improvement of a document control process.

This training course is just as relevant if you're experienced or new to document control.

What you'll learn:

You will have the knowledge to

- Identify what constitutes a documented information system, and how to manage and control it
- Explain the full cycle of development, approval, distribution, maintenance and disposition of obsolete documented information

You'll have the skills to

- Meet the documented information requirements of various management system standards
- Use the various methodologies for managing a documented information system

Benefits:

- Develop or improve your current practices
- Conform to the requirements for documented information
- Apply a practical system that works for your organization

Why train with BSI?

Our high impact accelerated learning approach increases learning by improving knowledge retention and skill application. This course is activity-based, resulting in a deeper understanding of the material and a greater impact on job performance.

This is one of a suite of training courses designed to support your organization's drive for continual improvement. You may already be certified to one or more management systems standards, and you may also be interested in developing your organizational resilience.

Next steps with the BSI Training Academy



Other courses in this suite include:

- Eight disciplines of team-oriented problem solving techniques
- Effective root cause analysis
- Process mapping toolbox towards excellence
- Developing and managing key performance indicators

You may also be interested in our Foundations of Organizational Resilience.

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BSI Group

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