



How to Write Procedures, Work Instructions and ISO 9000 Overview

The purpose of this 2 day course is to help learners write procedures, work instructions to a basic format. It will also help learners understand the ISO 9001 basic requirements for documentation.

COURSE CONTENT:

- Overview of ISO 9001:2008
- Importance of written procedures and work instructions
- Pitfalls of writing procedures
- Flow diagrams
- Procedure writing
- Work Instructions
- Document Control

Course Outcome:

Benefits from attending the course
Delegates will be able to:

1. Use flow diagrams
2. Write for a focus group using fog index
3. Use standard basic layouts for writing document
4. Co-ordinate a procedure writing group

Duration: 2 DAYS

Price: Contact us for specials (R 3 000-00 pp)