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Value Added Documentation

Learn to document a quality management system (QMS) effectively. You will leave with “real” work accomplished – real documentation for your company. Through group activities and individual participation you will understand what documentation is needed and how to write it concisely. Most of all you will learn how to complete it efficiently and how it will benefit you and your company.

Length: 2 days CEUs: 1.4 Prerequisites: *Attendance at an “Understanding” course is recommended*

WHAT YOU WILL LEARN

- How to use documentation to help you achieve your business objectives by understanding:
 - Why documentation is needed
 - Typical documentation structures
 - Document control methods
- How to write quality manual procedures, work instructions, quality plan and maintain records
- Reasoning behind documentation requirements
- Outline of a quality manual
- Begin to write your documentation under the coaching and supervision of your instructor

PLEXUS LEARNING MODEL

Learning is maximized through participation. That is why Plexus training avoids lecture-based teaching and focuses on group activities, case studies and hands-on applications. *Learn by doing.*

WHO SHOULD ATTEND

- Anyone who needs to create job descriptions, work instructions, procedures, quality manuals, quality plans or a document numbering system
- Trainers who want a better way to teach documentation

INSTRUCTORS

Plexus Master Trainers. Plexus Master Trainers train and evaluate:

- ISO 9001:2008, ISO/TS 16949:2009, AS9100, ISO 14001:2004 Environmental Management Systems, ISO 22000:2005 Food Safety, ISO 9001:2008 for Healthcare and ISO 13485:2003 for Medical Devices.
- Plexus Instructors certify your 3rd party auditors
- Supplier Auditors

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AGENDA

Day 1

- ❖ The Need for Documentation
- ❖ Typical Documentation Structures
- ❖ Process Descriptions
- ❖ Characteristics of Good Documentation
- ❖ Techniques for Writing Good Documentation
- ❖ Document Control Methods
- ❖ Quality Manual

Day 2

- ❖ Document Procedures
- ❖ Job Instructions
- ❖ Control Plan
- ❖ Records