Management system standards

Documented Information

One day to put the documentation of a management system back in order: what must be documented, what need not be, and how to create, approve, distribute, retain and archive. Participants review their own list of documents and records, then simplify a real procedure. They leave with a clear document control rule and a plan to lighten the system.

Duration : 1 day

Objectives

1. Distinguish documented information to be kept up to date from information to be retained as evidence
2. Identify the information required by the standards and that which your organisation considers necessary
3. Apply the control rules: identification, review, approval, distribution, access, retention, disposal
4. Simplify a procedure by replacing it where appropriate with a flowchart, a visual instruction or a form
5. Build a document control rule suited to a paper or digital system

Programme

Day 1 — morning

• From the quality manual to documented information: what has changed in the logic of the standards

• What the standards require, what the organisation decides: inventory of mandatory information

• Documents and records: creation, updating, approval, version management

• Diagnosis of your document list: duplicates, dead documents, missing records

Day 1 — afternoon (workshop)

• Distribution, access, protection, retention and archiving, including documents of external origin

• Electronic document management: access rights, version traceability, backups

• Workshop: rewriting one of your procedures in a short, visual version

• Knowledge test and presentation of the work

Teaching methods

• In-session diagnosis of your master list of documents

• Rewriting exercise on a real procedure brought by the participants

• Comparison of formats: written procedure, flowchart, illustrated workstation instruction

• Quiz during the day and final test

Assessment and documents

Knowledge test, post-course evaluation at D+1. Numbered certificate, verifiable online, for each participant; the company receives the training report and the procedure rewritten during the workshop.

Bilingual materials for every participant; each classroom course comes with its digital twin on OmniLearn.

Good to know

To move to a digital document system, the course “Digitalisation of the Management System” extends this day.

Practical information

Duration	1 day
Audience	Quality and QHSE managers, quality assistants, process owners, document controllers
Prerequisites	No prerequisites
Group size	Groups of 6 to 12 participants, in-company
Format	In-company, face to face on your site
Language	French, Darija or English; bilingual materials
Funding	OFPPT special training contracts (TFP), GIAC, Maroc PME: we prepare the applications with you, at no extra cost.
Programme customisation	Programme adapted to your procedures, your equipment and your audience

Frequently asked questions

Do we still need a quality manual?
Standards with a harmonised structure no longer require it. Some organisations keep it as a presentation document; the course helps you decide whether it serves you or can be replaced by a process map and a few key documents.

Our documentation is too heavy: does the course help lighten it?
That is one of its purposes. The morning diagnosis spots useless or redundant documents, and the workshop shows how to shorten a procedure without losing control of the activity.

Is electronic document management covered?
Its principles are: access rights, versions, approval, backup. The choice of a tool depends on your organisation and can be the subject of separate support.

What should we bring?
Your list of documents and records, your document control procedure if there is one, and one or two procedures you find too long.