

Effective Document Control and Record Management



About us Who we are

The Centre for Continuing and Professional Education (CPE) was established in 1999 to provide continuing professional education and lifelong learning opportunities for University's staff, students, alumni and the public. As part of TAR UMT's commitment to continuing education and lifelong learning, CPE is entrusted with designing, developing and delivering various activities, workshops and programmes to meet the diverse learning needs of multiple parties.

About This Training

A good records management system is an essential need for a well-run Organisation. Records are indispensable for daily operations and activities. Records are needed for identification and evidence of accurate and reliable activities are carried out. The inability to find a necessary document, the misplacement of orders, or the misfiling of important documents will lead to wasting time and money and customer dissatisfaction. This course teaches the participants the techniques of document control and develops the requirements to help managers and other staff improves the control of critical documents across the organisation. The participants will be introduced to data quality control, quality assurance and audit procedures. It will also highlight the risks facing regulated industries and guide on mitigating them through effective document control.



Date and Time

27 March 2023 Monday 9 AM to 5 PM



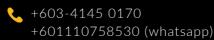
Training Venue

TAR UMT Jalan Genting Kelang, Setapak 53300 Kuala Lumpur



Trainer

Mr Ramalu Appalasamy





COURSE CONTENTS

INTRODUCTION TO DOCUMENTS
AND RECORDS

TERMS AND DEFINITIONS

ISO 9001:2015 REQUIREMENTS FOR DOCUMENTS & RECORD CONTROLS

DOCUMENTS REQUIRING CONTROL

UPDATING DOCUMENT CHANGES AND REVISIONS

DIFFERENCE BETWEEN DOCUMENT AND RECORD

ESTABLISH EFFECTIVE DOCUMENT AND APPROVAL

IDENTIFICATION OF CHANGES
AND REVISION

DOCUMENTS AVAILABLE AT POINT OF USE

DOCUMENTS ARE IDENTIFIABLE AND LEGIBLE

CONTROL OF EXTERNAL DOCUMENTS

CONTROL OF OBSOLETE DOCUMENTS

CONTROL OF FORMS

FORMATTING DOCUMENTS

MAINTAINING EFFECTIVENESS
OF THE DOCUMENTATION
SYSTEM

CONTINUAL IMPROVEMENTS OF THE DOCUMENTATION SYSTEM

LEADERSHIP IN MANAGING THE DOCUMENTATION SYSTEM

Introduce our Trainer

Ramalu Appalasamy

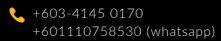
Mr Ramalu is currently the advisor and trainer for organisations of various industries in implementing ISO Management Systems, namely ISO 9001, ISO 45001, ISO 14001, and ISO 22000 FSMS, including Integrated Management Systems, Total Quality Management Systems, Strategic Management and Business Excellence Programs. His practical industry experience spanned 20 years in senior management positions in the manufacturing sector. Mr Ramalu has been providing consulting, training, and auditing services to more than 60 companies as he has ten years of auditing experience being a certified auditor in ISO 9001, ISO 14001, ISO 45001, ISO 22000 and HACCP.





Contact Us





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Venue: TAR UMT, Jalan Genting Kelang, Setapak, 53300 Kuala Lumpur

Date: 27 Mar 2023 (9.00 am - 5.00 pm)

REGISTRATION FORM

Fees:

RM 424.00 per participant (inclusive of 6% Service Tax)

TAR UMT Student/Alumni
RM 339.20 per participant
(inclusive of 6% Service Ta



The Manager

TARC Education Foundation (1033820M)

Tunku Abdul Rahman University of Management and Technology (TAR UMT)

TEL: 03-4145 0170 Email: training@tarc.edu.my

Dear Madam / Sir,

Please register the following participant(s) for the above programme: (To be completed in BLOCK LETTERS)

Email: Name:	Mobile No.:	Designation :
Name :		
	IC No.:	Nationality :
Email:	Mobile No. :	Designation :
If space is insufficient, please attach a separate list)		
falls below 75% of total workshop hours. Replacement(scommencement of the workshop. The Tunku Abdul Rachange the speaker, reschedule or cancel the workshop at	ahman University of Management and and all efforts will be taken to inform part able Course and full payment would be gy in the event that no disbursemed. Payment will be made to account pay	Technology reserves the right to ticipants of the changes. e made to Tunku Abdul Rahman int from HRD Corp under any lee TAR UMT by cheque or bank
bmitted by		
Name:	Designation:	Department:
Email:	Telephone No. :	Mobile No.:
Company Name:	Company Registration No.:	
Company Address :	Company Stamp & Signature :	Date :