



PREMIER QUALITY SERVICES LIMITED
(A subsidiary of the Trinidad & Tobago Bureau of Standards)

presents

IMPLEMENTING and DOCUMENTING an ISO 9001 QUALITY MANAGEMENT SYSTEM

Introduces participants to the ISO 9000 standards, explains when compliance or registration is required or describe, and describe how to document and implement a quality system.

Background and Concepts

- What ISO 9000 means to your industry
- Why companies are getting registered
- The third-party audit concept
- The ISO registration process

ISO 9000 Registration

- The steps to ISO registration
- What it takes to become registered
- When to register

Understanding the Requirements

- The ISO 9000 “family” of standards
- Reading and understanding ISO 9000
- The detailed requirements of ISO 9000

Developing the Quality System

- ISO 9000 documentation requirements
- Making sure your system is compliant and effective
- Preparing for a compliance or registration audit
- What ISO 9000 auditors examine
- Typical audit findings
- The documentation pyramid
- An implementation
- Planning the document quality system
- How and when to implement your system

Who Should Attend

Recommended for managers, supervisors, and quality professionals who want to understand the requirements of the ISO 9000 standards, what is needed for an effective quality system, and how to prepare for ISO 9000 compliance and/or registration.

Continuous Professional Development

If you are a Registered Lead Auditor or Registered Auditor, you will find our two and three day seminars valuable for meeting your RAB or IRCA Continuous Professional Development requirements.

Date: 15th—16th June, 2005

Time: 8.30am—4pm

Cost: \$3000.00(vat incl.)

Consultant

Mr. Rob Sibley is a Senior Management Consultant and Programme Director for the Global Quality Institute. He is a highly respected instructor for the organization in the areas for ISO 9001, ISO 14001 and the ISO/TS 16949 courses. He has successfully trained hundreds of organizations worldwide in these areas.

For further information, contact: **Ms. Inga Dottin**

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