



COURSE

STEP BY STEP IN ISO 9001: 2008 DOCUMENTATION

12 – 13 May 2010, MPC Southern Region, Bandar Baru UDA, J.B



RATIONALE

As the ISO 9000 momentum continued to grow, more and more industries appeared to be utilising ISO 9000 as a fundamental part of their business operations. The year 2008 revisions will enhance this direction by accelerating the need to commit the necessary resources and adopt operating principles that results in new business opportunities. Viewing ISO 9000 as a strategic business issue, establishing specific goals to improve the business system weaknesses and measuring the progress will help ensure the effectiveness of the efforts.

OBJECTIVES

At the end of the programme, participants should be able to:

- Understand the requirements of the ISO 9001:Version 2008.
- Prepare and implement the documents as per ISO 9001 requirements.

Sign Up Today!
Please register before:
5th May 2010

COURSE TOPICS - DAY 1

- ISO 9000 Review
 - Registration process
 - Requirement for cause
- Implementation
 - Approach and Techniques
- Quality Manual
 - Contents
 - Principles
 - Writing process

COURSE TOPICS - DAY 2

- Quality Procedures
 - Procedure Format
 - Procedure for Writing Instructions
- Written Instructions
 - Applicability of work instructions
 - Who should be the authors
 - Structure and format

WHO SHOULD ATTEND

- Manager
- Executive
- Supervisor
- Member of the company who are involved in the activities relating to documentations.

FEES STRUCTURE

Fees Per/Participant		
Organisation	1-3 person	4 ≥ Person
Government	RM550	RM467.50
MNC/ Large	RM550	RM550
SMEs	RM110	RM110

(include course materials, certificate, lunch and coffee breaks)

CONTACT PERSON

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ADDRESS

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**P&I ENHANCEMENT PROGRAMME 2010
REGISTRATION FORM**

Programme Title : **STEP BY STEP IN ISO 9001:2008 DOCUMENTATION**

Code : **304** Date: **12 -13 May 2010** Fee : _____

Venue : **MPC Southern Region, Bandar Baru UDA, Johor Bahru**

1. Please register the following person(s) for the above programme *:

ITEM	NAME & E-MAIL ADDRESS (IF ANY)	DESIGNATION	EMPLOYMENT CATEGORIES M : Management S : Supervisor E : Employee
i.			
ii.			
iii.			
iv.			

Enclosed is a cheque No _____ for RM _____ made payable to "MALAYSIA PRODUCTIVITY CORPORATION" for the payment of _____ participant(s) for the above programme.

2. Name of Contact Officer : _____

3. Designation : _____

4. Organisation Name : _____

5. Mailing Address : _____

6. Organisation Size : Multinational / Big / SMEs / Government **

7. Economic Sector : 01 : Agriculture / 02 : Mining / 03 : Manufacturing / 04 : Utilities / 05 : Construction / 06 : Retail Services / 07 : Transportation / 08 : Finance & Commerce / 09: Social, Legal, Education, Police, Army, NGO, Consumerism, Arts, Entrepreneurship, Human Resource, Land Cooperation, Sports / 10 : Science / Technology/ICT / 11: Others (Please Specify)**

8. Sub-sector/Industry Group: (Please Specify) _____

9. Contact person for Billing Purposes: _____

10. Billing Address : _____
(If different from mailing address)

11. Tel : _____ Fax : _____ E-mail : _____

12. Authorised Signature : _____ Date : _____ Company Stamp : _____

Note :

* Registration and payment should be made five (5) DAYS BEFORE the commencement of the programme. Reservation can be made by phone, mail, fax or e-mail but will be confirmed upon receipt of the registration form and payment. A FULL FEE is chargeable IF NO WRITTEN notice of cancellation is RECEIVED by MPC FIVE (5) DAYS BEFORE the programme commences or if the participant fails to report for the programme. Cancellation with less than FIVE (5) days notice will not be accepted. However, substitute participant(s) is/are always welcome. MPC RESERVES THE RIGHT to change the venue or the facilitators or the contents of the programme or reschedule or cancel the programme due to unforeseen circumstances and will notify registered participants accordingly. For further enquiries, please contact the respective Programme Manager.

**Please delete if not applicable

PERBADANAN PRODUKTIVITI MALAYSIA / MALAYSIA PRODUCTIVITY CORPORATION (MPC)

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