

Documenting Management Systems

(ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018)

**This course is available for *virtual* delivery
– please contact us for further details**

1 face-to-face training day typically translates into 2 to 4 virtual sessions per day, this is determined by the specific course content. Number of sessions and specific session times will be confirmed in advance of course delivery.

Snapshot

Duration	One day training programme
Course Times	9.00am - 5.00pm
Public Price	€450 (includes course documentation, lunch and refreshments)
In-House Price	Available on request

Introduction

To become certified to management system standards such as ISO 9001, ISO 14001 and ISO 45001, it is essential to develop a comprehensive and effective document management system. Organizations that already have a certified management system (e.g. ISO 9001) may wish to expand this to meet the requirements of additional standards (e.g. ISO 14001, ISO 45001, ISO 50001 or ISO 27001). Deciding where these sorts of systems overlap is important to minimizing documentation and avoiding duplication.

The structure of ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 is based on Annex SL format and terminology. Annex SL was developed to ensure that all ISO management system standards share a common format irrespective of the specific discipline to which they relate.



Annex SL prescribes a high-level structure, identical core text, and common terms and core definitions as follows:

- Clause 1 Scope
- Clause 2 Normative references
- Clause 3 Terms and definitions
- Clause 4 Context of the organisation
- Clause 5 Leadership and worker participation
- Clause 6 Planning
- Clause 7 Support
- Clause 8 Operation
- Clause 9 Performance evaluation
- Clause 10 Improvement

This one-day course will be of interest to companies who are at an early stage of developing a management system (quality, environmental and/or health & safety) and who wish to identify the documentation requirements and develop an action plan to get started. This course aims to provide learners with an understanding of the documentation requirements of these standards and how these can apply to their organisation.

What's covered?

- Introduction.
- Overview of management system standards.
- Annex SL.
- Documentation requirements of ISO 9001, ISO 14001 and ISO 45001 and other management systems. An outline of the clauses of the standards with particular reference to their documentation requirements.
- Control of documented information.
- The categories of documents applicable to a management system and their issue and approval.
- Methods of circulation control and change control and the setting up of master files.
- Drafting process maps, procedures and work instructions.
- How documentation systems are audited.
- Integrated management systems (IMS).

Who Should Attend?

This course is intended for those involved in the early stages of preparation of a management system or for employees who are required to participate in maintaining or improving a management system and generate or control its documentation.



What will I learn?

Participants achieve the following learning outcomes from the programme;

- Understand the high-level structure annex SL.
- Understand and determine the documentation requirements of ISO 9001.
- Understand and determine the documentation requirements of ISO 14001.
- Understand and determine the documentation requirements of ISO 45001.
- Provide delegates with an understanding of the document control requirements of management system standards.
- Be able to prepare procedures and process maps.
- Provide delegates with an understanding of change control.

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In-House Courses

For In-House courses, the tutor will contact you in advance to discuss the course programme in more detail in order to tailor it specifically for your organisation.

Course Manual

Delegates will receive a very comprehensive course manual.

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