DEVELOPING & CONTROLLING QMS DOCUMENT

(Controlling of Records)

Manilyn B. Ramirez

**TITLE/COURSE PROGRAM:** DEVELOPING & CONTROLLING QMS DOCUMENTS

**TRAINEE:** MANILYN B. RAMIREZ

**DIVISION/SECTION:** TOOL & DIE -SALES & DESIGN SECTION

**VENUE:** FDTP-PLANT 2 (admin training room)

**TRAINING SCHEDULE:** DECEMBER 16, 2015

**DATE SUBMITTED TO HR:** DECEMBER 21, 2015

1. Introduction

Developing & Controlling QMS Documents is all about proper handling of documents, proper storing of documents and proper disposal of documents. There are four course objectives that we can learn in this training; develop and control QMS documents, accomplish common forms required by QSP COM 02 and 04 (Control of Documents and Records), download documents from QMS webpage and control of records.

1. Discussions

The importance/benefits that can be derived from the training are to have knowledge when it comes of controlling of records. We need document because it reflects an actual process, it is a record, it helps maintain improvement by tracking the history of the changes and it serves as our reference.

Some topics we discussed are how to handle documents in a proper way, what are the things we need to keep safe our documents and the proper disposal of documents. There are two (2) types of documents, internal and external documents. Internal documents are generated within the organization and the external documents are obtained from sources outside the organization. Here in FDTP, there are eight (8) existing QMS documents; quality manual (QM), common procedures (COM), quality system procedure (QSP), standard work instruction (SWI), process flow chart (PFC), quality plan (Manufacturing(MQP)/Pre-production(PQP)), general rule (GR) and one point lesson (OPL).

1. Summary/Conclusions & Recommendations

Developing & Controlling QMS Documents is all about handling documents/records. Developing documents is about how to develop our knowledge when it comes to documents, and there are the things we can do with our obsolete paper or outdated documents, we can used it as scratch.

1. Appendices (List of Illustrations & Tables)
2. Hierarchy of Documents
3. Process Flow Chart Symbols
4. Document Registration Pre-Approval Form
5. New Document Flow
6. Document Revision Control Flow
7. Form Com 04B – Records Control List

**Prepared by:** **Noted by:**

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