



Training Course Change Log

GENERAL INFORMATION				
Owner, Department*	Training Development Department			
Approver, Department *	Quality Assurance Supervisor, Quality Assurance Department			
Date of Approval*	2022-03-28			
Course details*	Course name:	Language:	New Version:	Previous Version:
	ISO 9001 Lead Implementer	English	5.0	4.0

Summary of the Change:

The training course has undergone a major transformation. As such, for practical reasons, an extended summary of the changes throughout the four days of the training course will be provided.

- New structure and arrangement of sections.
- Addition of new sections (such as section 12: Change management)
- Extensive modifications in existing sections, with a specific focus on adding explanations, examples, and other practical guidance.
- Enhancement of the existing content (fixing of typos, technical issues, enhancement of graphics, improved readability).
- Addition of section summaries at the end of each section.
- Addition of quizzes at the end of each section. A scenario-based quiz at the end of each day.
- Essay-type homework exercises, based on specific cases are added at the end of the each day.
- Addition of a large number of examples, throughout the four days of the training course (over 20 slides of elaborate examples)
- New content on:
 - Elaborating management system
 - Quality management concepts
 - Technological trends
 - Degree of digitalization
 - Evaluating the quality culture
 - Ethical conduct and integrity
 - Analysis of interested parties' requirements and expectations
 - Establishment of QMS scope
 - Detailed elaboration of the top management's role in the QMS (major update of the section)
 - Engagement, empowerment, and motivation of personnel
 - Management of resources
 - Quality objectives
 - Resource management (extensive changes)
 - Competence management
 - Management of documented information (major update of the section, addition of new content)
 - Requirements for products and services (major update)
 - Management of externally provided processes, products, and services (major update)
 - Production and service provision (extensive addition of new content, explanations, examples)
 - Monitoring and measurement (major update of the section)
 - Internal audit (major update of the section)
 - Treatment of nonconformities (major update of the section)
- Content update to reflect the latest changes to the certification procedures
- Addition of two annexes: checklist for the creation of documented information and preparing for a third-party conformity assessment.



05030-F07-Training Course Change Log

Owner: Training Development Supervisor

Classification: Internal | ACL: Training and Product Development Division

Status: Released

Approver: T&PD Director

Approval date: 2021-02-01

Version: 1.5

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Day 1:				
Slide Number		Slide Description:	Modifications:	Comments
<i>Current version</i>	<i>Previous version</i>			
No.	No.			
No.	No.			
No.	No.			
No.	No.			
No.	No.			
No.	No.			
No.	No.			
No.	No.			
No.	No.			

Day 2:				
Slide Number		Slide Description:	Modifications:	Comments
<i>Current version</i>	<i>Previous version</i>			
No.	No.			
No.	No.			
No.	No.			
No.	No.			
No.	No.			



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Day 3:					
Slide Number		Slide Description:	Modifications:	Comments	
<i>Current Version</i>	<i>Previous version</i>				
No.	No.				
No.	No.				
No.	No.				
No.	No.				
No.	No.				

Day 4:					
Slide Number		Slide Description:	Modifications:	Comments	
<i>Current Version</i>	<i>Previous version</i>				
No.	No.				
No.	No.				
No.	No.				
No.	No.				

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Other Materials	Task	Description	Comments	Completed
Case Study	Update the case study	Case study should be aligned with the new version of the course		<input type="checkbox"/>
Exercises	Update the exercises	Exercises should be aligned with the new version of the course		<input type="checkbox"/>
Correction Keys	Update the correction keys	Correction keys should be aligned with the new version of the course		<input type="checkbox"/>
Exam 01	Update the exam	The exam should be aligned with the new version of the course		<input type="checkbox"/>
Exam 02	Update the exam	The exam should be aligned with the new version of the course		<input type="checkbox"/>
Candidate Handbook (CH)	Update CH	The CH should be aligned with the new version of the course		<input type="checkbox"/>
Course Description	Update Course Description on the web	The CD should be aligned with the new version of the course		<input type="checkbox"/>
Other Supporting Materials (Ex. Videos, Samples)	Update other supporting materials of the course	Other supporting materials should be aligned with the new version of the course		<input type="checkbox"/>

Comments:



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NOTE: This part is for internal purposes only.

Revision history

Version	Change description	Date
1.0	Initial release	n/a
1.4	Branding and logo update	2020-02-10
1.5	Font changed to Roboto. Minor technical modifications. Name of the form changed from "Change Log" to "Training Course Change Log" Removed EPG from the list of "Other Materials"	2021-02-01