



To:
Cc:
Bcc:
Subject: //// Quality Training//// How to create effective QMS documentation training course

Dear Top management and middle management

According to the discussion between IBG & QSG on 30 July 2010, QSG would like to invite both key persons of IBG & chief and/or middle management who are interested to attend the **"How to create effective QMS documentation training course"**, of which has details below;

1. Training date / Time / Place : 13 August 2010 / Time : 9.30 - 17.00 / Thai samut building 3rd floor Training room (302-303)

2. Training objectives :

2.1 To develop know how to write QMS documentation techniques for the new working groups who have just started involving in QMS.

2.2 To enhance and refresh knowledge and techniques of writing QMS documentation for the current QMS and/or J-SOX Certified groups.

3. Target Group (Limit at 25 persons per class)

3.1 First Target group (12 seats)	3.2 Second target group: Middle management who are interested (Available 13 Seats)
1) IBG (INSD, Export Team, Import Team, IBG A/C Team 4 seats	1) TRG Group
2) HRG (Strategic HR Team & DWSS) 2 seats	2) Maint. & Repairing Group
3) MLSG 1 seat	3) MLC
4) CPG (Purchasing) 1 seat	4) GAG (General affairs team)
5) GAG (Purchasing) 1 seat	5) AFG (Group Accounting & Tax Team)
6) QSG (QMS team) 3 seat	6) NESC
	7) SATL
	8) LLC1
	9) IFG
	10) EFG
	11) ITG

Remark : For 3.2 Second Target Group: Middle management who are interested in applying the course, QSG will determine as first come first serve.

4. Key performance indicators

KPIs	Target
Percent of participants attend the training course (First Target Group)	100%
No. of SOP from First Target Group	at least 1 SOP or Work instruction per participant

5. Agenda & course outline

09.15 - 09.30	Registration
09.30 - 12.00	Importance of the management system documentation
	QMS documentation structure
	Documentation preparation steps
	How to writing - process mapping - procedure - work instruction
12.00-13.00	Lunch
13.30 - 17.00	practice & present

6. Instructor : External Instructor from AJA Registrars



Please send your confirmation **before 10 August 2010**. [Confirmation form.xls](#)

If you have any concerns, please feel free to let us know.

Best Regards,
Watchara Boonlon

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