**COURSE INFORMATION**

**Course Title: Certified Documentation Control Professional**

**Training Body: JK Micheals**

**Venue: Plot 14, Odediran Close Opebi, Ikeja Lagos**

**Date: 3rd – 6th September 2019**

**Training Overview**

The training program was held on the **3rd -6th.september, 2019.**The program commence at 8:30am to 4:00pm daily. There was tea break by 10:30am and 2:00pm daily. It was a 4-day program, 3 rigorous days for the lectures and the 4th day for examination. At the end of the fourth day the examination questions were sent down from JK Michaels institutes, Dublin. It was a three hours examination.

The certificate will be ready after two months of this examination.

**Day one**

**Instructor Omololu**

**Scope of training for day one: Documentation/Configuration of Management System**.

Configuration as a topic teaches us how to be precise in the control of product by allowing management to specify the version of product in use and hold information on their status, who owns each product on the relationship between products.

Configuration as the name implies has an extensive discuss on its definition, revision for configuration, objective, history and examples of configuration standards we equally leant a couple of examples of standard configurations internationally. They are the EiA and IEEE, IEEE and the ISO which means internationally while the IEEE is used to express the standard of electronic equipment. All these items are embedded in jk Michael training book.

**Day two: Configuration Identification**s

I learnt how to configure products by identification numbers either serial or numerical. Also learnt how to arrange documents in taxonomy manner.

I was equally thought about project artifact. These is are created to help manage the project and provide communication to the project team, stakeholders management team and others.

I equally learnt how to create serial number on projects and document in accordance with proper recording and filling. I equally learnt how the pyramid works under configuration. It demonstrates the rationale for having a framework for your documents, the quality policy expresses the organization intact and goals. It equally states the organizations commitment.

I equally learnt how to do a market survey of a project and how to cost the job approved and monitor or supervise the job from the beginning to the finishing.

**Day three: Traditional Quality Procedures Document and Records**

There are certain departments and units that are standardly organized. The traditional ones are the ones that are generally accepted by ISO (International Standard Organization). Don’t forget that each department has their own documents.it was equally learnt that one of the documents created by iso is quality manuals and policies. Subclause 4:2:2.is the required policy Manual. All documents procedural are written down. Quality Manual gets the details of all the company procedures and detailed them to the importance of the company customers. Company procedure is a flow of work within the company and all the quality procedures are embedded in the quality manuals. Some other procedures are listed below:

1. Work instruction
2. Other internal documents
3. Travelers
4. Drawings and specification
5. Schedules
6. Contracts
7. Strategic plan
8. Job descriptions and training guide
9. User manuals and product literature
10. Unconditional documents and formats
11. Documents of external origin
12. National and / or international standard etc..

The single most important rule when generating documents is to consider your audience who are going to use the documents. Make sure you use a standard format. Most authors of procedures use a conventional, numbered procedure format.

Below are some tips for documents writers:

1. Purpose
2. Scope
3. Equipment
4. Responsibility
5. Process
6. Labeling, identification, status
7. Related documents
8. Records
9. History of revisions.

Records: are information created, received, and maintained as evidence and information by an organization or person in pursuance of legal obligations or in the transaction of business.

There are various forms of records:

1. Form
2. Source
3. Media.

All other content and history of record are embedded in the recording book.

Attached here with are:

1. Receipt of training fee payments
2. Training calendar/ manuals
3. Exam questions
4. Record book