



The Hidden Knowledge in Documented Information Control

Awarded 20 CCD by CIDB | HRDF Claimable Duration: 2 Days (9.00am – 4.00pm)

Date: 14th – 15th October 2019 Location: X-Limit Learning Hub, Kepong, KL.

Introduction

Good document management removes barriers, allowing companies to get on doing what they do best.

It is easy to understand why so much of our time is dedicated to this area. A good document management system can free a company from the shackles of the dreaded file share. It can give employees the freedom to create and share work, the security to know everything is protected and audited, and the ability to think and work in innovative ways.

Course Objective

This training course is to:

- ✓ Impart a practical understanding of document and record control to meet the ISO 9001 requirements
- ✓ Enable participants to deploy an efficient and effective control of documented information in their organizations.



Trainer's Profile

Mr. Mak Jee Chew graduated from University of Science, Malaysia with a degree in Aerospace Engineering majoring in Aeronautical. He started his career in the engineering field having involved in the setup of a new German based automotive and product testing laboratory in Malaysia. He was then appointed as the Quality Management Representative of the test laboratory and is responsible for the sales and operations of the laboratory.

With his experience in quality assurance and management, he then joined a German based certification body as a certification auditor specializing in ISO9001 standard. Being a Certified Lead Auditor of TUV Cert, Germany and Department of Standards, Malaysia, he gained his experience and exposure to various industries namely manufacturing, fabrication, construction, trading, retails and service sectors in the context of ISO9001 quality management system. He has since audited more than 100 organizations during his tenure as a certification auditor.

Later on, he joined one of the top car park management companies in Malaysia as the Audit & Risk Management Manager and is responsible for the group's internal audit programme. He was tasked to lead a team of internal auditors to perform internal audit and risk assessment on the whole organization covering over 100 sites throughout Malaysia and also to maintain and improve the organization's quality management system and ISO9001 certification. By virtue of his strong leadership and management skill, he was then given additional portfolio to manage the Customer Service and IT departments in the organization.

He then moved into a more enhanced consultancy role by joining Cambridge Management and was responsible for the provisions of consulting, auditing and training services for management systems of ISO 9001, ISO 14001, AS9100, ISO13485, ISO29001, ISO50001(energy management certification and consultancy) and OHSAS 18001 in oil & gas, construction, manufacturing, logistic and service industries.

Who Should Attend?

This course is designed for:
personnel responsible for documents and records control.