



المكتب الهندسي لخدمات التكنولوجيا والبرمجيات

Engineering office for Technology and Software Services

Safety & Quality Courses

ISO 9001: Quality Management Systems



Course Code: 9002-Safety

Main Branch: United building – E Shams –Front NBE
, El Siouf _Alexandria

Tel: 01102060500-01144470856



الفرع الرئيسي: عمارات المتحدة – عمارة عين شمس – امام البنك
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Introduction

Step confidently into the world of quality management!

This course provides practical training for understanding, implementing, and maintaining ISO 9001:2015 Quality Management Systems (QMS) across organizations.



Course Description

Over two intensive weeks, you will gain comprehensive knowledge of ISO 9001 requirements, documentation, and audit processes. The course combines theory, real-world examples, interactive sessions, and preparation for certification audits—empowering you to apply QMS effectively in any workplace.



Time Frame

- **Duration:** 2 Weeks
- **Sessions:** 6 Sessions (2 hours each)
- **Format:** Live virtual or classroom sessions + Interactive workshops



What You Will Learn

- Grasp the structure and requirements of ISO 9001:2015
- Understand the principles of Quality Management Systems
- Prepare and maintain required documentation
- Perform internal audits and management reviews
- Prepare for external audits and certification

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Course Materials

- ISO 9001:2015 standard summary (provided as PDF)
- Lecture slides and real-case examples
- Audit checklist templates
- Practical documentation samples
- Assignments and self-assessment quizzes



Requirements

- No prior ISO experience required
- Basic understanding of organizational processes
- Laptop or desktop with internet connection
- Motivation to improve quality!



Instruction Method

- **Expert Lectures:** Key concepts and real scenarios
- **Workshops:** Practice preparing documentation and checklists
- **Role-Play:** Simulated audit exercises
- **Group Discussions:** Sharing experiences and best practices
- **Assessment:** Quiz and feedback after each session



Course Outline & Timeline

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Week 1

- **Session 1:** Introduction to ISO 9001 Standards
- **Session 2:** Structure and Clauses of ISO 9001
- **Session 3:** Understanding QMS Requirements (Context, Leadership, Planning)

Week 2

- **Session 4:** Documented Information & Record Keeping
- **Session 5:** Internal Audit Procedures & Management Review
- **Session 6:** Preparing for External Audits & Certification Process



Target Audience

- Quality managers
- Department heads
- Engineers and supervisors
- Anyone involved in quality or compliance



How to Get Started

1. Register for the course (link or contact admin)
2. Download course materials (sent after registration)
3. Attend the live sessions and participate in discussions
4. Complete assignments and prepare for final assessment

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Tips for Success

- Be active in group activities
- Ask questions and share your experience
- Review provided documentation templates
- Practice with audit checklists



Learning Outcomes

- Complete understanding of ISO 9001:2015 QMS
- Confidence to document, implement, and review QMS processes
- Readiness for internal and external audits
- Valuable certificate of participation (upon completion)

**Ready to lead quality initiatives in your organization?
Enroll now and unlock ISO 9001 expertise!**



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